

# MICROSOFT®

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# Reference to Microsoft® Word

**Microsoft Word**

**Word Processing Program  
Version 3.0**

**for the Apple® Macintosh™**

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Document Number 690430002-300-R01-0187  
Part Number 034-096-088

# Contents

Introduction	1
About Microsoft Word Command	2
Aligning Paragraphs	2
Bold Command	5
Borders	5
Calculate Command	7
Change Command	7
Character Command	9
Character Formatting	12
Chooser Command	14
Close Command	17
Columns	17
Commands	28
Copy Command	31
Copying Text or Formats	32
Cut Command	34
Default Settings	35
Define Styles Command	41
Delete Command	43
Deleting Documents	44
Deleting Text	45
Find Command	46
Finding and Changing	47
Font Size Commands 9, 10, 12, 14, and 18 Point	53
Fonts	54
Footers	56
Footnote Command	57
Footnotes	58
Form Letters	64
Forms	92
Formulas	96
Full Menus/Short Menus Command	103

Glossaries	104
Glossary Command	111
Go To Command	112
Graphics	113
Headers and Footers	118
Help	123
Hidden Text	126
Hide ¶/Show ¶ Command	128
Hide Ruler Command	129
Hyphenate Command	129
Hyphenating	130
Indenting Paragraphs	133
Index Command	139
Indexing	140
Insert Graphics Command	145
Italic Command	145
Keyboard	146
Line Spacing	178
Lists	180
Long Documents	183
Mailing Labels	187
Margins	196
Math	200
Measures	203
Menus	204
Mouse Pointers	209
Mouse Techniques	210
Moving Text	211
New Command	213
New Window Command	214
Numbering Lines	214
Numbering Pages	216
Numbering Paragraphs	223
Open Command	233
Open Footer Command/Open Header Command	235
Outline Command	237
Outlining	238
Outlining Command	248



Page Layout	249
Page Preview Command	262
Page Setup Command	265
Paragraph Command	270
Paragraphs	275
Paste Command	278
Plain Text Command	278
PostScript	279
Preferences Command	284
Print Command	287
Print Merge Command	290
Printing Documents	294
Quit Command	301
Redo Command	302
Renumber Command	303
Repaginate Command	307
Ruler	309
Save Command/Save As Command	310
Saving a Document	314
Scrolling	316
Section Command	318
Sections	323
Selecting	325
Shadow Command	329
Short Menus Command	330
Show Clipboard Command	330
Show ¶ Command	330
Show Ruler/Hide Ruler Command	330
Sort Command	333
Sorting	334
Spelling	337
Spelling Command	341
Starting Word	343
Styles Command	346
Styles: Formatting the Easy Way	348
Table of Contents	366
Table of Contents Command	374
Tabs and Tables	375
Title Page	383
Typing Text and Numbers	387

Underline Command	389
Undo/Redo Command	390
Window Menu	392
Windows	393
Work Menu	398

## **Appendix A File Structure and Limitations 399**

Using Word with a Hard Disk	400
Using Word with an External Disk Drive	400
Using Word with One Disk Drive	401
Freeing Disk Space	402
Using Folders	403
Operating Limitations	403

## **Appendix B The Original Keyboard 405**

Moving the Insertion Point	405
Selecting Text	406
Scrolling Through a Document	408
Outlining Keys	408

## **Appendix C Using Word with Other Programs 409**

Transferring Information Between Word and Other Programs	409
Transferring Information with Switcher	412

## **Appendix D The Macintosh Character Set 421**

## **Appendix E International Default Values 423**

## **Appendix F Converting DCA Documents 425**

## **Index 427**

# Introduction

This is the reference book for Microsoft® Word 3.0 for the Apple Macintosh. It contains information about the commands, about performing word processing tasks, and about other features.

If you are unfamiliar with word processing or Microsoft Word, you should read *Learning Microsoft Word*. By working through the practices there, you will learn the basics and be introduced to some of Word's advanced features.

Topics in this book are listed in alphabetical order. For example, if you want to create an outline, look under O for "Outlining."

A task topic describes the concepts and the procedures for the task. Some task topics describe using one feature or command. Other task topics describe several related features or commands.

A command topic describes the purpose of the command and each of its options.

At the end of every topic is a list of related topics.

## Symbols Used in This Book

- Square-bulleted lists, such as this one, provide information but not procedural steps.
- Numbered lists ( 1 , 2 ) indicate a procedure with two or more sequential steps.
- A boxed-bulleted ( ■ ) item indicates a procedure with only one step.
- *Italics* indicate words and characters you type. Titles of books are also shown in italics.

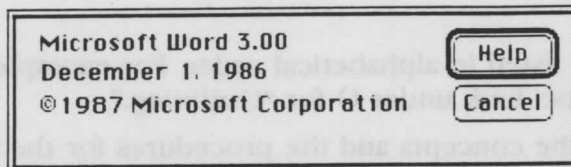




## About Microsoft Word Command

On the Apple menu.

The About Microsoft Word command provides online help information about Word. You can also use this command to see Word's version number.



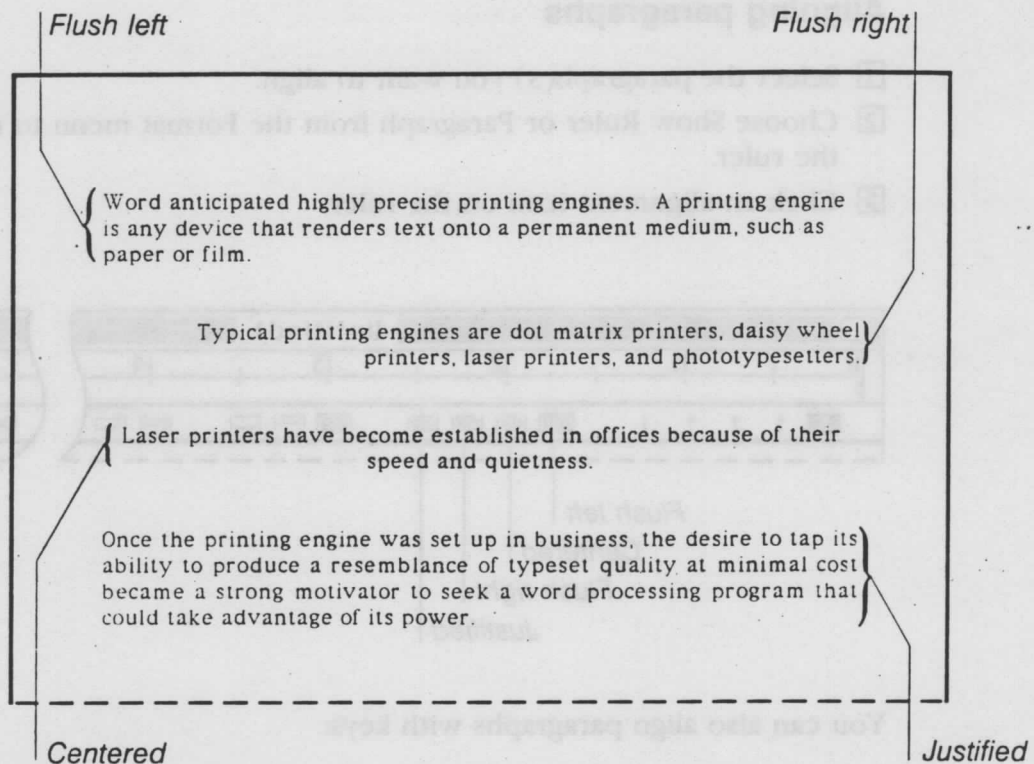
**Help** Displays a dialog box with a list of help topics you can choose from.

**For information on**  
Getting help

**See**  
Help

## Aligning Paragraphs

You can align paragraphs four ways, as shown in the following illustration.

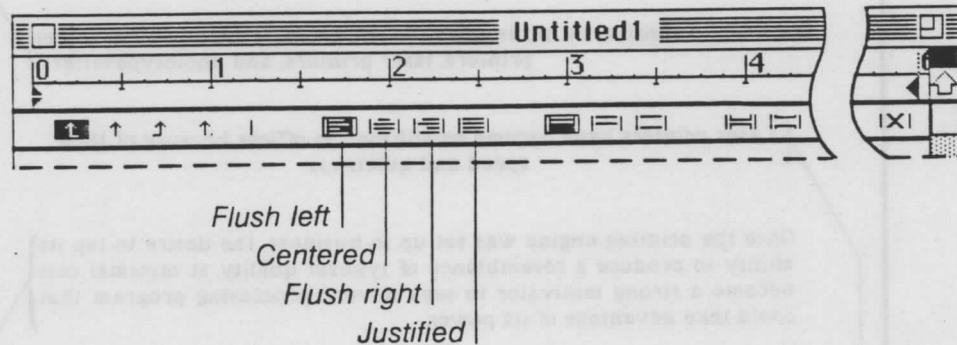


Paragraphs are aligned relative to the left and right indents, rather than the margins. A centered paragraph, for example, will be centered between whatever indents are set for that paragraph.

In a justified paragraph, Word expands the spaces between words to fill out each line, except the last line. When you enter an end-of-line or page break mark in a justified paragraph, the line terminated with the break character is treated as another line in a continuing justified paragraph and is expanded to the right indent. When you enter a section break, Word assumes the line before the section break ends the paragraph. Like other lines that end justified paragraphs, this line is not expanded.

### Aligning paragraphs

- 1 Select the paragraph(s) you want to align.
- 2 Choose Show Ruler or Paragraph from the Format menu to display the ruler.
- 3 Click an alignment icon on the ruler.



You can also align paragraphs with keys:

- Press Command-Shift-L, -R, -C, or -J to give selected paragraphs left, right, centered, or justified alignment.

#### For information on

Aligning with tabs

Adding alignment icons to a menu

#### See

Tabs and Tables

Menus

You can also find information related to aligning paragraphs in "Indenting Paragraphs," "Paragraph Command," "Paragraphs," and "Ruler."





---

## Bold Command

On the Format menu.

The Bold command makes selected characters bold, or removes the bold format if the characters are already bold.

**This text is bold.**

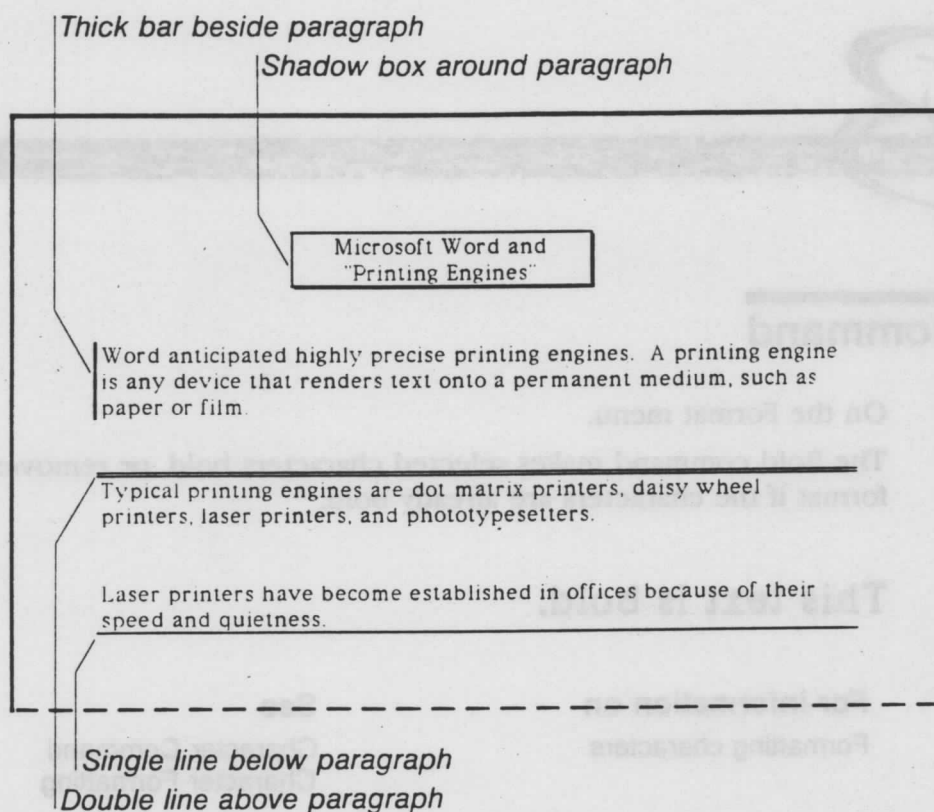
**For information on**  
Formatting characters

**See**  
Character Command  
Character Formatting

---

## Borders

You can add four types of borders to a paragraph. The borders can be drawn with several kinds of lines as shown in the following illustration.



### **Adding a paragraph border (Full Menus)**

- 1 Select the paragraph(s) you want to have a border.
- 2 Choose Paragraph from the Format menu.
- 3 From the Border options, choose the type of border and border line you want.

Horizontal borders run from a paragraph's left indent to its right indent. If you want a border for a short line of text, like a title, you may need to narrow the horizontal border line by increasing the paragraph's indents.

Word puts bars on the left side of a paragraph, unless the Facing Pages option is turned on in the Page Setup dialog box. Then, bars are to the left of paragraphs on left pages and to the right on right pages.

**For information on**

Formatting paragraphs

Adding border options to a menu

**See**

Paragraph Command

Paragraphs

Menus



## Calculate Command

On the Document menu (Full menus only).

The Calculate command performs simple mathematical calculations on numbers in the selection.

**For information on**

Performing calculations

**See**

Math

## Change Command

On the Search menu.

The Change command finds occurrences of specified text and substitutes replacement text within a selection or throughout an entire document. You can review and selectively change each occurrence of search text, or automatically change all occurrences of the text.

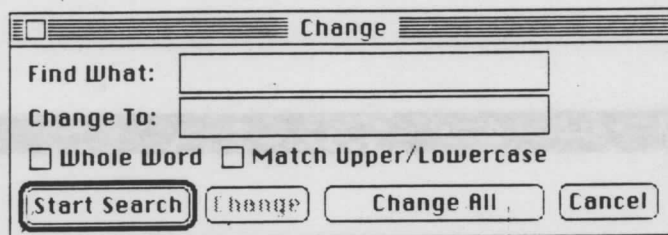


## 8 Change Command

When you review each occurrence of the search text, Word starts the search at the insertion point. When you reach the end of the document, Word asks if you want to continue the search at the beginning of the document. At any time, clicking in the document window ends the search.

If you change text automatically, Word makes the changes in a selection or throughout the document without scrolling.

You can reverse the last change you've made by choosing Undo on the Edit menu as the first action after the change.



*Becomes No Change button  
after search begins*

*Becomes Change Selection  
button if there is a selection  
in the document*

**Find What** Specifies the text you want to find. You can type up to 255 characters in the Find What and Change To boxes. The text scrolls to the left if you type beyond the width of the box.

**Change To** Specifies the replacement text. If you leave this box blank, Word deletes the search text. Type ^c to replace existing text with the contents of the Clipboard. This makes it possible to have replacement text longer than 255 characters, or to use a graphic.

**Whole Word** Finds whole words only — not characters embedded within other words.

**Match Upper/Lowercase** Finds and changes only the arrangement of uppercase or lowercase characters you specify. If you don't turn on this option, Word finds the characters regardless of capitalization.

**Start Search** Begins the search when you want to review each occurrence of search text before you change it. After you click this button, it is replaced by the No Change button.

**No Change** Leaves the selected search text unchanged and finds the next occurrence of search text.

**Change** Changes the selected search text and finds the next occurrence of search text.

**Change All** Changes all occurrences of the search text in the document, except in footnotes, headers, and footers. To change text in one of these parts of a document, open the appropriate window, then choose Change.

The Change All button is visible when there is no selection (that is, when only an insertion point is displayed). If there is a selection, this button is replaced by the Change Selection button.

**Change Selection** Changes all occurrences of search text within the selection.

**Cancel** Closes the dialog box but does not discard any changes you have made.

#### **For information on**

Searching for text

Searching for formats or special characters (for example, tab marks), and unknown characters

#### **See**

Find Command

Finding and Changing

Finding and Changing

## **Character Command**

On the Format menu (Full menus only).

The Character command controls the appearance of selected characters. You can choose formats to control character emphasis (bold, italic, etc.), or choose fonts, font sizes, spacing between characters, and superscript or subscript text.

When you choose Character, the dialog box shows the formats in effect for the current selection. If characters in the selection have different formats, dialog box settings are neutral: check boxes are dimmed, text boxes are blank, and list boxes have no selected item. When settings are neutral, Word adds any formats you choose to the existing formats for all characters in the selection.

If a style is applied to a selection, Character shows the style's character formats, plus any formats you've applied directly with formatting commands.

**Character Formats** Applies the format you choose to selected text, or removes an existing format. You can apply more than one character format to the same text.

The Word U.L. option underlines words only — not the spaces between words. The Small Caps option converts lowercase letters to uppercase letters in the next smaller font size. Characters with the Hidden format are displayed with a dotted underline if the Show Hidden Text option in the Preferences dialog box is turned on; otherwise the characters are not displayed.

**Font Name** Lists the fonts available for the Macintosh system in use. The list box to the right shows standard sizes available for the selected font.

**Font Size** Word proposes the font size selected in the list box to the left. You can type a different font size.

If you type a nonstandard size for the font selected in the list box, Word scales one of the standard sizes to correspond to the requested font size. A scaled font size will have a rougher appearance than a standard size.

**Position** Positions selected characters relative to the baseline — the bottom of characters without descenders, such as “n.”

Normal	Positions text on baseline.
Superscript	Raises text above baseline.
Subscript	Lowens text below baseline.

You can use the By box to specify how many points above or below the baseline you want the bottom of your superscript or subscript text. One point equals approximately 1/72 inch. The preset default measurement is 3 points for superscript and 2 points for subscript text.

**Spacing** Sets spacing between characters.

Normal	Sets normal spacing between characters for each font size.
Expanded	Adds to normal spacing between characters.
Condensed	Subtracts from normal spacing between characters.

You can use the By box to specify how many points you want to add or subtract from the normal spacing between characters. Spacing can be expanded by up to 14 points and condensed by up to 1.75 points. You can enter spacing measurements in increments of 0.25 point.

**Apply** Applies the character format(s) you've chosen to selected text without closing the dialog box. If you're not satisfied with the applied formats, you can apply different formats until you have what you want.

**For information on**

Macintosh system fonts shipped with Word  
Using hidden text

**See**

Fonts  
Hidden Text



## Character Formatting

Characters are the letters, punctuation marks, numbers, symbols, and special marks (for example, @, !, \*, %, \$) that you type as text. You can format or change the appearance of characters as follows:

- Change a character's font (type design) and size. Fonts are described in more detail under "Fonts."
- Apply character emphasis formats to make characters bold, underlined, shadowed, etc.
- Raise (superscript) and lower (subscript) a character's position relative to the line of text in which it appears.
- Change the spacing between characters. You can change character spacing when you need precise control for documents that print on typesetting equipment or printers that simulate typesetting quality.

You can select text and format it, or you can format before typing so that, when you type, the text has those formats. Until you change the formats, text you type has the same formats as the text preceding it, or Word's default format if you are starting a document.

Word's default format is 12-point New York font. You can change the default format by redefining the Normal style.

You can format characters using any of these methods:

- Choose from Word's character formatting options in the Character dialog box.
- Choose character formatting commands from the lower portion of the Format menu, or fonts and font sizes from the Font menu.
- Use formatting key combinations.
- Define character formats in a style and apply the style to a paragraph.

The changes you make to characters show on the screen, unless you are using an impact printer and the Display as Printed option is turned on in the Preferences dialog box.

### Formatting with the Character command (Full Menus)

- 1 Select the characters you want to format, or position the insertion point where you want to type characters with the new formats.
- 2 Choose Character from the Format menu.
- 3 Change the formats as you want.

If you choose a Position or Spacing option other than Normal, type a measurement in points in the By box or accept Word's proposed measurement. You can enter line position measurements in 1-point increments and letter spacing measurements in increments of 0.25 point.

### Formatting with other menu commands

- 1 Select the characters you want to format, or position the insertion point where you want to type characters with the new formats.
- 2 Choose a character format command from the lower portion of the Format menu, or a font command from the Font menu.

If you choose Plain Text, Word resets text to the default character setting for the style in effect for the paragraph(s) containing the selection.

Word shows the formats in effect with a checkmark next to the appropriate command. When you choose a checked command, you remove the format.

#### For information on

The Character dialog box  
Changing fonts and font sizes  
Keys for character formatting  
Defining and applying styles  
Copying character formats  
Adding format commands to menus

#### See

Character Command  
Fonts  
Keyboard  
Styles: Formatting the Easy Way  
Copying Text or Formats  
Menus

## Chooser Command

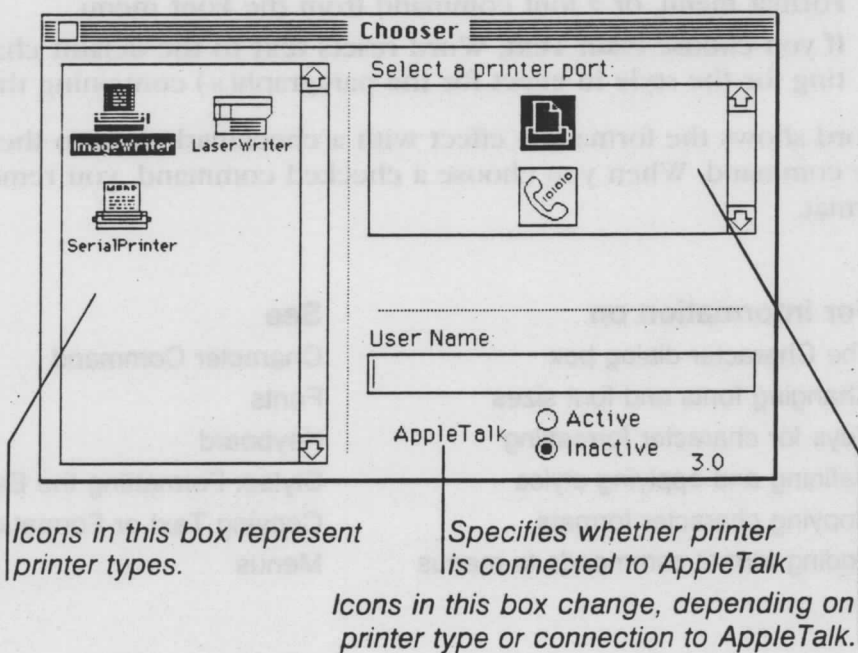
On the Apple menu.

The Chooser command tells Word what type of printer you use and whether or not the printer is connected to an AppleTalk network. If your printer is on a network, you use Chooser to identify which network printer you'll use. If your printer is not on a network, you identify which Macintosh port your printer is connected to.

You only have to identify your printer to Word once. If you change printers, however, you will need to use Chooser to identify the new printer.

With the Display As Printed option from the Preferences command turned on, Word displays line breaks, page breaks, and fonts and font sizes as they will appear when printed with your printer.

With the ImageWriter icon selected and with no AppleTalk network connection, Word displays the following dialog box. If the LaserWriter or Serial Printer icon is selected, the dialog box will be somewhat different.



You first specify whether or not your printer is connected to an AppleTalk network, then click the icon for your printer type. After you click the printer icon, the box to the right of the icons asks for specific information about your printer.

## ImageWriter

If you click the ImageWriter icon, Chooser prompts you for one of two kinds of information:

**Select a Printer Port** Specifies the port your ImageWriter is connected to. The displayed icons match the icons above the ports on the back of your Macintosh.

**Select an AppleTalk ImageWriter** Specifies the network ImageWriter you plan to use. If you want your name or some other identifier on the cover sheet of your documents, type it in the User Name text box.

## LaserWriter

If you installed a LaserWriter, the LaserWriter icon appears in the Chooser dialog box. If you click the LaserWriter icon, Chooser asks you to identify which network LaserWriter you use:

**Select a LaserWriter** Specifies the LaserWriter. If you want your name or some other identifier on the cover sheet of your documents, type it in the User Name text box.

## Serial Printer

If you click the Serial Printer icon, Chooser asks you to specify your impact printer and the settings it uses:

**Select a Serial Printer** Specifies which printer you use. Word includes a Word printing resource in the System Folder for each of the listed printers. Word uses these printing resources to communicate with printers.

**Settings** When you click the Settings button, Word displays the dialog box shown below. You use this dialog box to identify the pitch that matches the print wheel, the baud rate setting for your printer, and the port your printer is connected to.

Pitch	Baud	Port
<input checked="" type="radio"/> 10	<input type="radio"/> 300	<input type="radio"/> Modem
<input type="radio"/> 12	<input type="radio"/> 600	<input type="radio"/> Printer
<input type="radio"/> 15	<input type="radio"/> 1200	
<input type="radio"/> PS	<input type="radio"/> 2400	
	<input type="radio"/> 4800	
	<input checked="" type="radio"/> 9600	

OK Cancel

### For information on

Printing documents or using a LaserWriter

Pitch, baud rates, and printer ports

### See

Printing Documents

Your printer manual



---

## Close Command

On the File menu.

The Close command closes the active window.

If you try to close the last window of a document with unsaved changes, you will see the message "Save changes before closing window?" Clicking Yes saves the changes; if the document is untitled, the Save As dialog box appears so you can name the document. Clicking No discards the changes.

### For information on

Using close boxes  
Working with windows  
Saving changes

### See

Your Macintosh manual  
Windows  
Save/Save As Commands  
Saving a Document

---

## Columns

You can create three types of columns with Word:

- Newspaper-like (or "snaking") columns.
- Columns of paragraphs that are matched side-by-side to show relationships.
- Columns in a table. Columns in a table are described in "Tabs and Tables."

Newspaper-like and side-by-side columns are shown in the following illustrations.

Newspaper-like  
columns

## The Pipeline

The monthly newsletter of the Ross Manufacturing Company

### Congratulations!

Hats off to the hard-working folks at Ross Manufacturing! Our hard work in all departments, from Personnel to Shipping, has paid off in record new revenues and profits for the last quarter of 1986.

We improved several of our products, due to the innovative ideas of Al Patterson, our tool designer. We have also improved our quality checks and production techniques, under the expert eye of Robert Drake, systems engineer. Thanks also go to Ted Hastings, Bob's new design assistant. Ted comes to us from M.I.T.'s fluid mechanics facility.

### Preview '87

As a result of Preview '87, Ross Manufacturing recently negotiated an agreement with the Kastle Company of West Germany. Kastle will provide us with a complete line of valves and flow checks in the new metric sizes. This product line will fit well with our current products. Thanks to all Ross employees for making this

year's Preview our biggest ever!

### New Customers

Because of the Preview, it looks as if we have some important new customers. These prospects come from our neighboring states in the Southwest and from California. Our new customers expect the Ross product lines to sell especially well in Phoenix, Santa Fe, and San Diego regions, where the number of industrial fluid installations has increased rapidly in the past five years.

### Ross Teams are Strong!

Amlock and TruWeld have challenged Ross to form stronger softball teams than theirs, and we've come up with a resounding response. Of the 60 or so who turned up for last Friday's tryout, 50 of the best were chosen to form five strong contenders. The five new teams--and their coaches--are: "Willy's Raiders"--Wilma Franks; "Tool or Die"--Art McKenzie; "Ross Runners"--Sandy Allison; "The Steamers"--Jack Olsen; "Helga's Homers"--

Text fills one column and continues at the top of the next column.

Side-by-side  
columns

<u>Ross Manufacturing Company</u>	
Preferred Customer Plan	
<b>Featuring...</b>	<b>Your Benefits:</b>
Bulk volume discounts, with rebates based on annual volumes (at wholesale prices).	Price savings (40-60%) with built-in rebates. You pay less per item when you order more.
On special orders we custom design your fittings for corrosive and high-pressure fluids.	Unique fittings for your customers within 2 weeks after we receive the order; a maintenance contract is included.

### Laying out newspaper-like columns (Full Menus)

- 1 Choose Section from the Format menu.
- 2 In the Number box under Columns, type the number of columns you want on a page.
- 3 In the Spacing box, type a measurement for the amount of space you want between columns.

All text in the section appears on the screen in one narrow column. To see how columns will appear when printed, choose Page Preview.

To keep two or more paragraphs from splitting at a column break, use the Paragraph command to give the paragraphs the Keep With Next ¶ format. To keep a single paragraph from being divided by a column break, give the paragraph the Keep Lines Together format.

### **Specifying column breaks** (Full Menus)

You can specify where columns break if you want to make sure a certain paragraph — for example, a heading — appears at the top of a column.

- 1 Press Command-Enter to insert a section mark at the point where you want to break the column.  
Word inserts a double dotted line to mark the end of the preceding section.
- 2 With the insertion point after the section mark, Choose Section from the Format menu.
- 3 Under Section Start, click New Column.  
Word starts the new section's text in a new column.

You do not have to specify the New Column option for the new section if New Column was specified in the previous section.

### **Mixing numbers of columns** (Full Menus)

- 1 Press Command-Enter to insert a section mark at the point where you want to change the layout.  
Word inserts a double dotted line to mark the end of the preceding section.
- 2 With the insertion point after the section mark, choose Section from the Format menu.
- 3 Type the number of columns and space between columns as described earlier in "Laying out newspaper-like columns."
- 4 If you want different column layouts on a single page, click the No Break option under Section Start.
- 5 Repeat the steps above each time you change column format.

---

### **Adding a banner heading over multiple columns** (Full Menus)

- 1 Position the insertion point just after where you want the banner heading.
- 2 Press Command-Enter to create a new section for the banner heading.
- 3 Make sure the insertion point is in the section that will contain the banner heading.
- 4 Choose Section from the Format menu.
- 5 Under Columns, type 1 in the Number box.
- 6 If you want the heading to start a new page, click New Page under Section Start.
- 7 Type the banner heading.
- 8 Make sure that the multiple-column section following the banner heading has No Break chosen under Section Start.

---

### **Controlling paragraph alignment within columns**

- 1 Select the paragraphs you want to align.
- 2 Choose Show Ruler or Paragraph from the Format menu to display the ruler.
- 3 Click an alignment icon on the ruler.

---

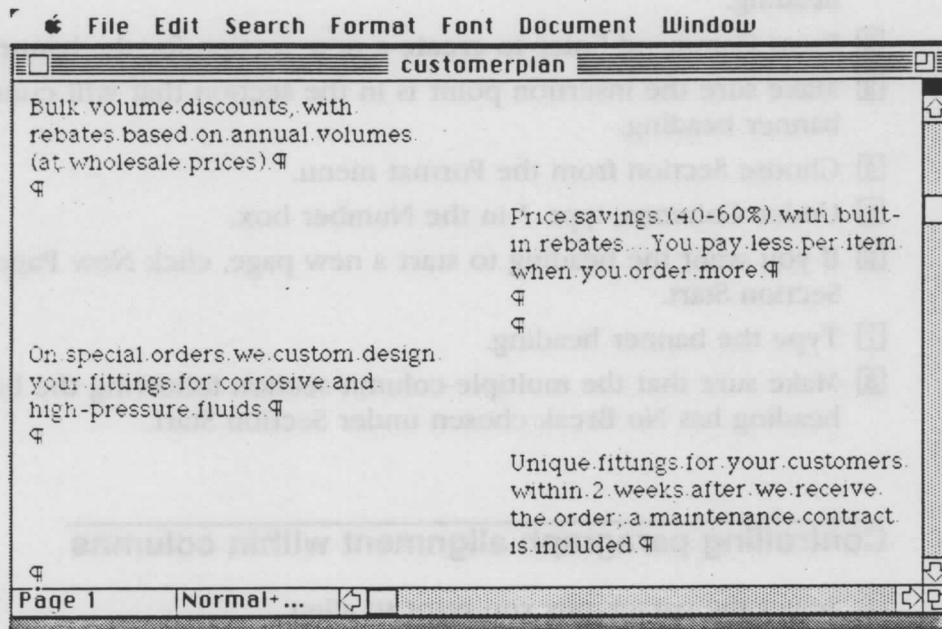
### **Creating columns of side-by-side paragraphs** (Full Menus)

When you create columns of side-by-side paragraphs, you need to:

- Calculate how wide the columns will be.
- Use indents to position paragraphs within each column.
- Give paragraphs the side-by-side format.



As the following illustration shows, side-by-side paragraphs are not displayed side by side on the screen. However, they move into side-by-side alignment when printed or viewed with Page Preview.



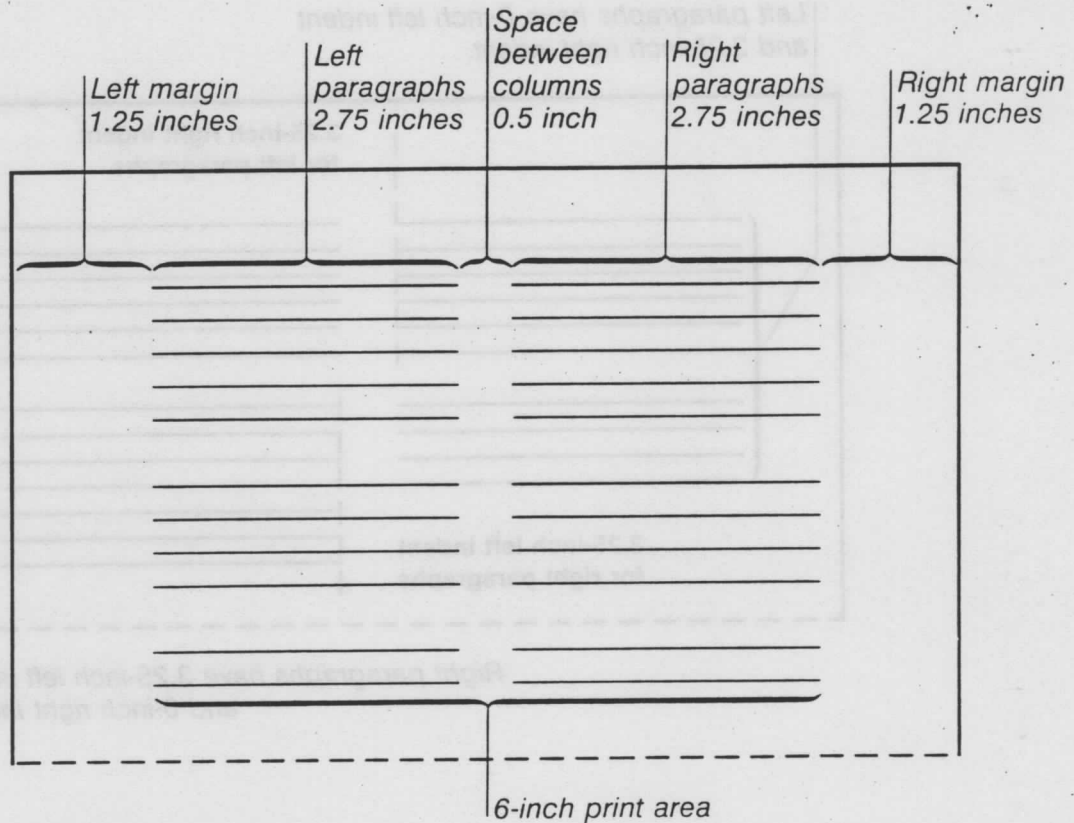
*Side-by-side paragraphs are not displayed side by side on the screen.*

**Performing Preliminary Calculations** You first need to calculate the width each column will be, and the indents the paragraphs in each column will have.

- 1 Determine the width of the area on the page in which text will print. Subtract the width of the left and right margins (and gutter margin if there is one) from the width of the paper. Word is preset to print on pages that are 8.5 inches wide with 1.25-inch left and right margins. In this case, the area in which text will print is 6 inches wide (8.5 minus 2.5).

- 2 Determine the number of columns and the space you want between columns.

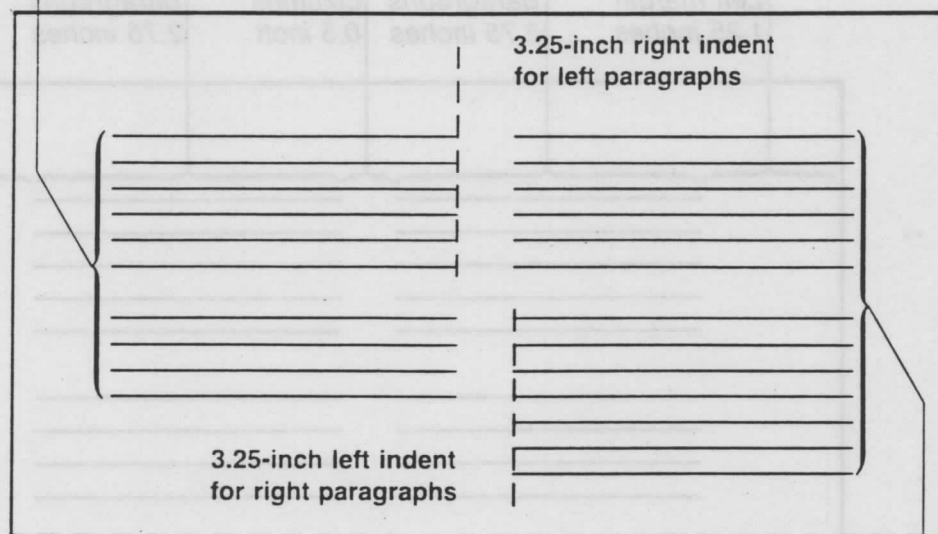
If you have a 6-inch printing area and want the side-by-side paragraphs in two equal-width columns separated by a half inch, each column would be 2.75 inches wide.



3 Determine the indents for each column's paragraphs.

To set up a 2.75-inch-wide left paragraph in a 6-inch area, you'd assign a 0-inch left indent and a 3.25-inch right indent. To set up a 2.75-inch-wide right paragraph, you'd assign a 0-inch right indent and a 3.25-inch left indent.

*Left paragraphs have 0-inch left indent and 3.25-inch right indent.*



*Right paragraphs have 3.25-inch left indent and 0-inch right indent.*

**Indenting and Assigning Side-by-Side Format** Once you determine the width of columns and the indents that will position paragraphs within those columns, you can type and format the paragraphs.

- 1 Type all the side-by-side paragraphs. First type the top-left paragraph, then the paragraph that will be to its right, then the next paragraph, and so on.

At this point, the paragraphs will be one above the other.

- 2 Choose Show Ruler from the Format menu.
- 3 Format each paragraph by setting its indents on the ruler.  
If you are going to create more than two columns of side-by-side paragraphs, position middle paragraphs by setting both left and right indents.
- 4 After indenting, select all the paragraphs.
- 5 Choose Paragraph from the Format menu.
- 6 Turn on the Side-by-Side option.
- 7 If you want a blank line between sets of paragraphs, press Return a second time after completing each paragraph, or specify a measurement in the After box of the Paragraph command.

**Note** You can use styles to quickly assign the side-by-side format and indents to paragraphs. You can also assign the side-by-side format to selected paragraphs by pressing Command-Shift-G.

The left indent controls where side-by-side paragraphs print. If the left indent of a second paragraph is greater than the one preceding it, Word raises the second paragraph to print next to the preceding one. If the second paragraph's left indent is equal to or less than the preceding paragraph's, it prints below.

You can use this rule to align a single paragraph with two or more "stacked" paragraphs.

<u>Ross Manufacturing Company</u>	
Preferred Customer Plan	
Featuring...	Your Benefits:
Bulk volume discounts, with rebates based on annual volumes (at wholesale prices).	Price savings (40-60%) with built-in rebates. You pay less per item when you order more.
On special orders we custom design your fittings for corrosive and high-pressure fluids.	Lower shipping and handling charges mean more profits.
	Unique fittings for your customers within 2 weeks after we receive the order; maintenance contract included.

*You can match a single paragraph with two or more "stacked" paragraphs.*

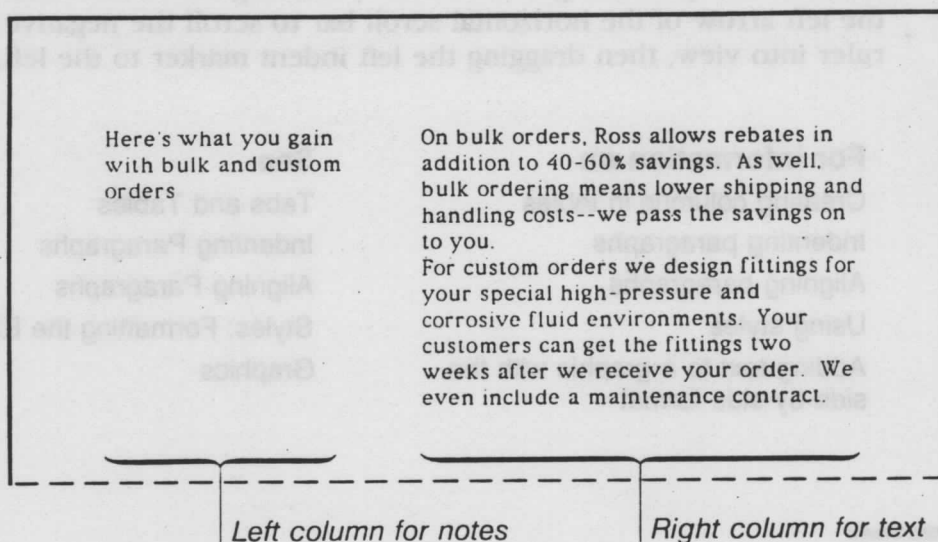
You can also use the side-by-side format to add text to a graphic.

To keep sets of side-by-side paragraphs together on the same page, Word will move an entire set to the next page if any paragraph is too long to fit on the current page.



## Laying out pages with margin notes (Full Menus)

You can also use side-by-side columns to create pages with "margin" notes. You use the same procedures as you do when you create any columns of side-by-side paragraphs. In this case, there are two columns, one for the paragraphs of main text and one for the adjacent margin note paragraphs.



You can move the margin note paragraphs further to the left on the page in two ways:

- Use Page Setup to narrow the left margin and move paragraphs with a 0-inch left indent further left. Margin settings will affect the whole document, not just the parts that have notations.
- Give negative indents to notation paragraphs to move them left without affecting margin settings.

To give negative indents to paragraphs:

- 1 Select the paragraph(s) you want to give negative indents to.
- 2 Choose Paragraph from the Format menu.
- 3 Click the left indent marker on the ruler and type the negative measurement (for example,  $-.25$ ) in the Left text box of the Paragraph dialog box.

You can also give a negative indent by holding down Shift and clicking the left arrow of the horizontal scroll bar to scroll the negative side of the ruler into view, then dragging the left indent marker to the left.

#### **For information on**

Creating columns in tables  
 Indenting paragraphs  
 Aligning paragraphs  
 Using styles  
 Adding text to a graphic with the side-by-side format

#### **See**

Tabs and Tables  
 Indenting Paragraphs  
 Aligning Paragraphs  
 Styles: Formatting the Easy Way  
 Graphics

## **Commands**

A command is an instruction to Word to perform an action. As in other Macintosh programs, Word's commands are on the pull-down menus at the top of the screen.

You can choose to use either "short" or "full" menus with Word. The following illustration shows the full menus. Commands available only on the full menus are printed in red.

<b>Apple</b>	
About Microsoft Word...	
Alarm Clock	
Calculator	
Chooser	
Control Panel	
Key Caps	
Notepad	
Scrapbook	

<b>File</b>	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Delete...	
Page Preview...	
Page Setup...	
Print...	⌘P
Print Merge...	
Quit	⌘Q

<b>Edit</b>	
Undo Typing	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Insert Graphics	⌘I
Glossary...	⌘K
Show ¶	⌘Y
Full Menus	
Preferences...	

<b>Search</b>	
Find...	⌘F
Change...	⌘H
Go To...	⌘G

<b>Format</b>	
Show Ruler	⌘R
Character...	⌘D
Paragraph...	⌘M
Section...	
Styles...	⌘B
Define Styles...	⌘T
✓Plain Text	
<b>Bold</b>	
<i>Italic</i>	
<u>Underline</u>	
<b>Outline</b>	
<b>Shadow</b>	

<b>Font</b>	
Chicago	
Geneva	
✓New York	
Venice	
Monaco	
Symbol	
9 Point	
10 Point	
✓12 Point	
14 Point	
18 Point	

<b>Document</b>	
Open Header...	
Open Footer...	
Footnote...	⌘E
Repaginate	⌘J
Outlining	⌘U
Spelling...	⌘L
Hyphenate...	
Index...	
Table of Contents...	
Calculate	⌘=
Renummer...	
Sort	

<b>Window</b>	
Show Clipboard	
New Window	
✓Untitled1	

Commands in red are available only on full menus.

Short menus contain those commands that are used most frequently for routine word processing tasks. With short menus, new users can be fully productive without having to master all of Word's features.

Full menus contain all of Word's commands, including those for more complex documents.

When you start Word for the first time, it displays the short menus. You can switch to full menus, and back to short menus again, by choosing the appropriate command from the Edit menu.

Some commands are carried out as soon as you select them. For others, Word displays a dialog box or special window when it needs more information before carrying out the command. If a command is followed on the menu by an ellipsis (...), it has a dialog box or window. Some dialog boxes have additional options when you use full menus.

If a command has a checkmark beside it, that command is in effect.

You can customize menus by converting some of the options in dialog boxes into quickly accessible menu commands, and by removing some of the commands you don't use.

## Choosing a Command

You choose commands with the mouse and provide dialog box information in Word as you do with other Macintosh programs. You can also use a system of key combinations to choose any command or dialog box option. Or type the key combination listed to the right of a command on a pull-down menu to choose that command.

Word has additional keyboard commands that you can use for editing, formatting, scrolling, and controlling windows and dialog boxes.

## Other Command Information

In some dialog boxes, related options are grouped and labeled—for example, Character Formats in the Character dialog box. If you click on the option box label, Word returns the settings in the box to those it had when you chose the command.

When you're working in a dialog box and type text that is too long for a text box, Word scrolls the text so you can keep typing. You can use the arrow keys on the Macintosh Plus keyboard to see text that has scrolled out of the box.

Word's default measure in text boxes is inches. To specify another measure, type *cm* or *pt* (centimeters or points) after the measurement. To change the default measure, use the Preferences command on the Edit menu.

For some formatting commands (Character, Paragraph, Section, Styles, and Define Styles), you can apply formats to a selection before closing the command dialog box. This gives you an opportunity to see if you like the formats or want to change them. In some instances, you may need to drag the dialog box to see the applied formats. You can return the dialog box to its original position by double-clicking anywhere in the title bar.

In some situations, you can speed your work by choosing a command with keys and then pressing Return to accept the current dialog box settings. For example, you can create a footnote by pressing Command-E and then Return. Word opens a footnote window and automatically numbers footnotes in sequential order, following the default dialog box setting.

#### **For information on**

The contents of dialog boxes  
Keyboard commands and keys that control dialog boxes  
Customizing menus  
Options for specifying measurements in dialog boxes

#### **See**

The appropriate command  
Keyboard  
Menus  
Measures  
Preferences Command

## **Copy Command**

On the Edit menu.

The Copy command copies selected text to the Clipboard, replacing the previous contents of the Clipboard. Once the text is on the Clipboard, you can paste it into your document at another location, paste it into another Word document, or paste it into a document in another program. You can also select and copy graphics.

In the Define Styles dialog box, you can use Copy to copy a style's formatting instructions.

Word includes character and paragraph formats when you copy text from one part of your document to another part, or to another document. If you copy from one program to another, formats are not included.

The Copy command can be reversed with the Undo command, as long as you don't choose another command before choosing Undo. Undoing Copy returns the previous contents to the Clipboard. You cannot use Undo to reverse Copy if you choose it to copy a style in the Define Styles dialog box.

#### **For information on**

Copying text  
  
Moving text  
  
Copying a style  
Pasting graphics from other programs

#### **See**

Copying Text or Formats  
Paste Command  
Cut Command  
Moving Text  
Paste Command  
Styles: Formatting the Easy Way  
Graphics



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## Copying Text or Formats

You can copy text in two ways with Word:

- Copy the text to the Clipboard and paste it into a new location.
- Use the Command-Option-C key combination (available with full menus only).

You use the Command-Option-V key combination to copy character and paragraph formats.

---

### Copying text with Copy and Paste

- 1 Select the text you want to copy and choose Copy from the Edit menu.
- 2 Position the insertion point at the new location, or select text to be replaced by the copied text.
- 3 Choose Paste from the Edit menu.

---

### Copying text with Command-Option-C (Full Menus)

- 1 Select the text you want to copy.
- 2 Press Command-Option-C.
- 3 Position the insertion point where you want to insert the text, or select text to be replaced by the copied text.  
The insertion point is a dotted vertical line and text you select is shown with a dotted underline.
- 4 Press Enter or Return to complete the copy.

To cancel this procedure, press Command-. (period) before pressing Enter or Return. If a destination was selected, it becomes the new selection when you cancel.

You can also quickly copy text while you type. At the insertion point, press Command-Option-C, and then select the text you want to copy. When you press Enter or Return, Word copies the selected text to the insertion point.

When you press Command-Option-C, Word prompts you for the next action with a message in the lower-left corner of the window. The message says "Copy to" when you have selected text to copy and "Copy from" when you still need to select the text to copy.

### **Copying character or paragraph formats (Full Menus)**

- 1 To copy character formats, select a character or word with the format(s) you want to copy.  
To copy paragraph formats, double-click in the selection bar to select the paragraph with the format(s) you want to copy.
- 2 Press Command-Option-V.
- 3 Select the text you want to format.  
The selection is shown with a dotted underline.
- 4 Press Enter or Return.

To cancel this procedure, press Command-. (period) before pressing Enter or Return.

You can also quickly copy formats while you type. At the insertion point, press Command-Option-V, and then select the text you want to copy formats from. When you press Enter or Return, Word copies the selected formats to the insertion point; new text you type will have those formats. If characters or paragraphs in the selection have different formats, Word copies the formats from the first character or paragraph.

When you press Command-Option-V, Word prompts you for the next action with a message in the lower-left corner of the window. The message says "Format to" when you have selected formats to copy and "Format from" when you still need to select the formats to copy.

**For information on**  
Moving text

**See**  
Cut Command  
Moving Text  
Paste Command

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## Cut Command

On the Edit menu.

The Cut command deletes selected text and puts it on the Clipboard, replacing the previous contents of the Clipboard.

You can paste the Clipboard contents into a document at the insertion point, or paste it to replace selected text. A copy of the text remains on the Clipboard until something else replaces it.

Use Cut to move text from one part of a document to another, from one document to another document, or from one program to another. You can also use Cut in the Glossary or Define Styles dialog box to remove a glossary entry or style.

Word includes character or paragraph formats when you cut text from one part of your document and paste it into another part or into another document. If you move text from one program to another, formats are not included.

Cut can be reversed with the Undo command, as long as you don't choose another command before choosing Undo.

### For information on

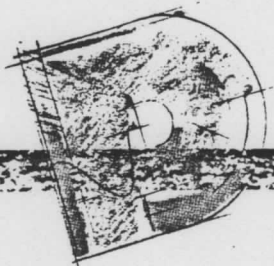
Copying text

Moving text

### See

Copy Command  
Copying Text or Formats  
Paste Command

Moving Text  
Paste Command



## Default Settings

Each new document you open includes default settings to help you produce a standard, presentable document without having to set parameters. Word “defaults” to these settings as you do your work, unless you specify other settings.

You can change a default setting for an individual document without changing the default Word uses for other documents. For example, for a short letter you might change the left and right margin settings from 1.25 inches to 1.5 inches. Despite the change in the individual document, any new documents would have the default 1.25-inch left and right margin settings.

Word is shipped with preset default settings. If you frequently have to change the settings for your document, you can change the preset defaults shown in the following tables, so that the new settings are automatically in place for new documents.

In addition to default settings for documents, Word has defaults that control the Word environment, for example, the kind of display you use or the unit of measure for specifying distances.

The following tables list Word's preset document and environment defaults.

## Preset Document Defaults

Character	Default
Character formats	None (Plain Text)
Font	New York
Font size	12 point
Position	Normal (on baseline)
Spacing	Normal (according to font and font size)

Paragraph	Default
Indents	None
Tab stops	Left-aligned every half inch
Alignment	Flush left
Line spacing	Automatic single-spaced lines
Paragraph spacing	No blank space between paragraphs
Border	None
Tab leader	None



Page setup	Default
Paper	US Letter
Orientation	Tall
Page size	8.5 by 11 inches
Top margin	1 inch
Bottom margin	1 inch
Left margin	1.25 inches
Right margin	1.25 inches
Gutter margin	None
Facing pages	Off
Default tab stops	0.5 inch
Widow control	On
Footnotes at	Bottom of Page
Restart numbering	On
Start footnote numbers at	1
Start page numbers at	1
Start line numbers at	1
Section	Default
Section start	New Page
Page numbering	Off (If turned on, default is Arabic numerals, 0.5 inch from top and right.)
Line numbering	Off (If turned on, default is each line number shown, restarting at 1 on each page.)
Header/footer	None
Header position	0.5 inch from top
Footer position	0.5 inch from bottom
Footnotes	Endnotes included
Columns	1

Style sheet	Default
Normal	New York, 12 Point, Flush Left
Header	Normal + Tab stops: 3 inches Centered and 6 inches Flush Right
Footer	Normal + Tab stops: 3 inches Centered and 6 inches Flush Right
Footnote text	Normal + Font: 10 Point
Footnote reference	Normal + Font: 9 Point, Superscript 3 Points
Page number	Normal
Line number	Normal
Levels 1–9 for outline heading levels	Level 1: Normal + Bold, Space Before 12 Points Level 2: Normal + Bold, Space Before 6 Points Levels 3–9: Normal + Bold
Index 1–7 for index entry levels	Normal + left indent that increases by 0.25 inch for each level after 1
Toc 1–9 for table of contents heading levels	Normal + left indent that increases by 0.5 inch for each level after 1, 0.5-inch right indent, Tab stops: 5.75 inches Flush Left with leader dots and 6 inches Flush Right
PostScript	Normal + Font: 10 Point, Bold Hidden

**Note** The above styles are on the default style sheet Word loads for each document you open. These are called automatic styles because Word applies them automatically to text in the appropriate circumstance. You can redefine these styles as you can any other style.

You can also add other styles to the default style sheet so that they are available for every new document. You must apply these styles to text yourself; Word does not apply them automatically.

## Preset Environment Defaults

Preferences	Default
Measurements	Inches (horizontal) Points (vertical)
Display as Printed	On
Show Hidden Text	On
Keep in Memory	File: Off Program: Off

### Short Menus

To change from short menus to full menus, you choose the Full Menus command on the Edit menu.

Chooser	Default
Printer	ImageWriter
AppleTalk	Disconnected

Print	Default
Pages	All
Copies	1
Paper feed	Automatic
Print hidden text	Off
Tall adjusted	Off
Quality	Faster
Printer	ImageWriter (change with Chooser)

**Note** Any settings you change in the Print command become new environment defaults, except the number of copies and a page range you specify.

## Changing defaults

- For the Page Setup or Section command, change the settings you want, then click the Set Default button.
- To change character and paragraph defaults, redefine the Normal style.
- To add a style to the default style sheet, select a style in Define Styles and click the Set Default button.
- To change an environment default, click an option in the Preferences, Chooser, or Print dialog box.

To change the default for the Keep in Memory option in the Preferences dialog box, turn on the check box next to the File or Program button.

You can change the unit of measure in an individual text box by typing an abbreviation for the unit of measure (*in*, *cm*, *pt*) after the number. This will not change the default setting.

Word keeps the default settings you change in a file called Word Settings. To restore Word's preset default settings, remove this file from your Word Program disk.

### For information on

Defaults for international versions of Word

Changing styles

### See

Appendix E, "International Default Values"

Styles: Formatting the Easy Way

You can also find information related to default settings in "Measures," "Page Setup Command," "Preferences Command," and "Section Command."

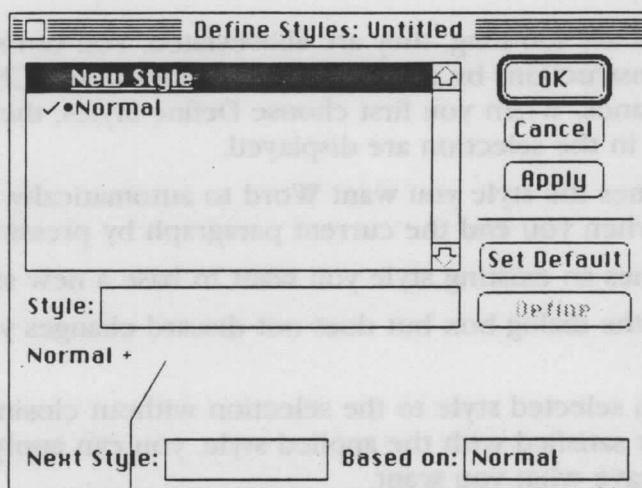
## Define Styles Command

On the Format menu (Full menus only).

The Define Styles command adds new styles to a style sheet and renames or redefines existing styles. Define Styles also adds styles to the default style sheet Word automatically loads with each new document.

A style is a set of stored paragraph and character formatting instructions. By applying a style to text, you can quickly apply several formats at once. When you define a style, you specify its formatting instructions. You can specify formatting instructions by naming the style and:

- Adding formats with character and paragraph formatting commands.
- Selecting formatted text and using the formats as formatting instructions.
- Basing a style on an existing style.



Style description area



**List box** Lists Normal (Word's default style), any automatic styles used in the current document, and any styles you've created for the document. Automatic styles are automatically applied to format text in certain situations — the text of a footnote, for example.

New Style is selected so you can create a new style without having to select first. A checkmark precedes the style of the first paragraph in the selection. Bullets precede automatic styles.

If you would like all automatic styles to show in the list box, not just those used in the document, press Shift when you choose Define Styles.

**Style** Displays the name of the selected style. If New Style is selected, this box is blank so you can type a name for the style.

**Style description area** Shows the formatting instructions for the selected style in the area below the Style text box.

Instructions consist of the name of the base style (often Normal) plus variations. Variations appear as the name of a format ("Bold," "Side-by-Side") or as a description of formats that take additional choices ("Tab stops: 3 in Centered").

If the instructions are too long, they are abbreviated. You can see formats for abbreviated instructions by reviewing the settings in the Character and Paragraph commands. When you first choose Define Styles, the formats for the first style in the selection are displayed.

**Next Style** Names the style you want Word to automatically apply to the next paragraph when you end the current paragraph by pressing Return.

**Based On** Names an existing style you want to base a new style on.

**Cancel** Closes the dialog box but does not discard changes you've made to styles.

**Apply** Applies a selected style to the selection without closing the dialog box. If you're not satisfied with the applied style, you can apply different styles until you have what you want.

**Set Default** Adds the selected style to Word's default style sheet, which is automatically loaded with new documents.

**Define** Records a new style name and formatting instructions.

**For information on**

Defining styles, using styles, next styles, automatic styles, or the default style sheet

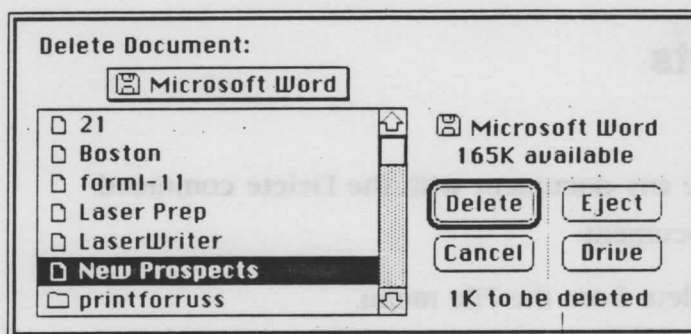
**See**

Styles: Formatting the Easy Way

## Delete Command

On the File menu (Full menus only).

The Delete command deletes a document.



*Shows disk space you gain  
by deleting document*

**List box** Lists the names of all documents and folders on the current disk. Icons to the left of each name indicate whether the item is a document or a folder.

When you double-click a folder, the contents of the folder replace the contents in the list box. If you pull down the name of the folder shown above the list box, as you would a menu, you can choose to display the contents of the enclosing folder(s) or redisplay the disk's contents.

**Delete** Deletes the selected document. You can also delete documents by double-clicking them in the list box. As a precaution, Word asks you to confirm your intention to delete a document before the actual deletion occurs.

**Eject** Ejects the disk whose name appears above the dialog box buttons. You can then insert another disk, and Word displays its contents in the list box.

**Drive** Changes disk drives and lists contents of the disk in that drive. This button is dimmed if you have only one disk drive or if the second disk drive is empty.

## Deleting Documents

(Full Menus)

You can delete any document with the Delete command.

To delete a document:

- 1 Choose Delete from the File menu.
- 2 Click the document you want to delete in the list box.  
If the document is in a folder, double-click the folder to open the folder and show its contents in the list box. You can then click the document you want to delete.
- 3 Click the Delete button, or double-click the document in the list box, to delete the document.

After opening a folder, you can redisplay the disk's contents in the list box or display the contents of the enclosing folder(s) by pulling down the name of the folder above the list box, as you would a menu, and clicking the disk name or the folder you want to see.

## Deleting Text

When you delete text, you remove it from a document. You can delete text by moving it to the Clipboard, or you can delete text permanently from the document.

You can delete text using any of these techniques:

To	Do this
Delete previous character	Press Backspace.
Delete next character	Press Command-Option-F.
Delete previous word	Press Command-Option-Backspace.
Delete next word	Press Command-Option-G.
Delete any amount of text without putting it on the Clipboard	Select the text, then press Backspace.
Delete any amount of text and put it on the Clipboard	Select text and choose the Cut command, or press Command-X.
Replace text	Select the text, then type.

If you choose Undo as the next action after deleting text, Word restores the deleted text.

**Note** You cannot use Backspace to delete the only paragraph mark separating two paragraphs with different formats. This prevents accidental loss of formatting.

### For information on

Deleting all occurrences of specified text

Deleting footnotes

Deleting headers and footers

Deleting glossary entries or styles

### See

Finding and Changing

Footnotes

Headers and Footers

Cut Command

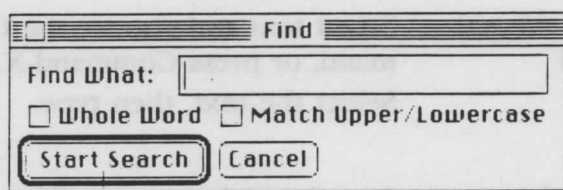


## Find Command

On the Search menu.

The Find command searches a document for text you specify.

Starting at the insertion point or top of a selection, Word locates and highlights each occurrence of search text. When Word reaches the end of the document, it asks if you want to continue the search at the beginning of the document.



*Becomes Find Next button after Word finds first occurrence of search text.*

**Find What** . Specifies the text you want to find.

**Whole Word** Finds whole words only — not characters embedded within other words.

**Match Upper/Lowercase** Finds only the arrangement of uppercase and lowercase characters you specify. If you don't turn on this option, Word finds characters regardless of their capitalization.



**Start Search** Begins the search, starting at the insertion point or the top of the selection. After Word finds the first occurrence of search text, the Find Next button replaces Start Search.

**Find Next** Locates the next occurrence of the search text.

**Cancel** Closes the dialog box but does not discard any changes to the Find What text box or to options.

**For information on**

Finding special characters and editing while you search

**See**

Finding and Changing

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## Finding and Changing

During editing you may need to find some specific text to check it, edit it, or replace it, or you may want to find specific formats. You can use one of two commands when you want to locate text and a key combination to find formats:

- The Find command searches a document for specified text.
- The Change command searches a document or selection for specified text and replaces it. When you use Change, you can either review each occurrence of search text and decide whether or not to change it, or have Word automatically replace all occurrences of the search text.
- The Command-Option-R (Find Formats) key combination searches for the next occurrence of formats that match a selected character or paragraph (full menus only).

When you use Find or Change, you can specify up to 255 characters of search or replacement text. If the replacement text is longer than 255 characters or you want replacement text to have a certain format, you can copy the text to the Clipboard and tell Word to use the Clipboard's contents for replacement text.

If you want, Word will find a string of search characters only when they make up a separate word. For example, Word might find occurrences of "cat" but skip "catalog." You can also have Word find text only in a specified uppercase/lowercase combination. Word might find the name "Pat" and ignore "pat."

For convenience, Word matches the capitalization of replaced text. For example, if you want to replace "if" with "when," Word will replace an "If" at the beginning of a sentence with "When."

Word searches footnote and header or footer text only when the window containing the footnote, header, or footer is active.

### **Finding text**

- 1 Choose Find from the Search menu.
- 2 Type the text you're looking for in the Find What box.
- 3 If you want Word to search only for separate words, turn on the Whole Word option. If you want Word to match capitalization, turn on the Match Upper/Lowercase option.
- 4 Click the Start Search button.  
Word selects the first occurrence of search text.
- 5 To find the next occurrence of search text, click the Find Next button.  
To return to your document, click in the document window.

After returning to your document, you can find the next occurrence of search text with the Find command, or more quickly by pressing Command-Option-A.

## Finding or replacing with special characters

Word also finds and replaces with special characters such as tab marks or paragraph marks.

- ☐ To search for special characters, type an entry from the following tables in the Find What box of the Find or Change dialog box.
- ☐ To specify replacement text containing special characters, type an entry from the second table in the Change To box of the Change dialog box.

To find	Type
An unspecified character	?
A question mark	^?
White space	^w
To find or replace with	Type
A nonbreaking space	^s
A tab mark	^t
A paragraph mark	^p
An end-of-line mark	^n
An optional hyphen	^-
A section mark	^d
A caret or circumflex symbol (^)	^^
A formula character	^\

You use ? if you're not sure exactly how a word is spelled. For example, *?nsure* would find "ensure" and "insure."

White space is any number and combination of spaces, tab marks, non-breaking spaces, end-of-line marks, paragraph marks, section marks, and manually inserted page break marks.

If you specify search text without optional hyphens, Word finds all matching text, including text containing optional hyphens. If the search text includes optional hyphens, their positions must exactly match the positions in the document text. For example, if your search text is *type-writer*, Word finds only "type-writer" (that is, "type" optional hyphen "writer"), but not "typewrit-er," nor "type-writer" when the hyphen is a normal or nonbreaking hyphen.

If Hide ¶ is in effect, nonbreaking spaces, tab marks, paragraph marks, end-of-line marks, and optional hyphens are not visible. Word finds these invisible characters by selecting the space they occupy.

If you want to find any character in the Macintosh character set, type *^n* where *n* is the Macintosh character set decimal code number for the character. You can also use these characters as replacement text.

### Changing text automatically

- 1 Choose Change from the Search menu.
- 2 Type the text you want to change in the Find What box.
- 3 Type the replacement text in the Change To box.  
Type ^c to replace search text with the contents of the Clipboard.  
If you want to delete the search text, leave this box empty.
- 4 If you want Word to search only for separate words, turn on the Whole Word option.  
If you want Word to match capitalization, turn on the Match Upper/Lowercase option.
- 5 Click the Change All or Change Selection button to change all occurrences of search text.

Replacement text assumes the format of surrounding text, unless it is inserted from the Clipboard and has different formatting.

**Note** When you change many occurrences of search text, Word uses a considerable amount of memory to store the changes. It's a good idea to save right after you make changes.

### **Reviewing and changing text**

- 1 Follow steps 1–4 in the preceding procedure, “Changing text automatically.”
- 2 Click the Start Search button to have Word find and select each occurrence of search text for review.  
Word selects the first occurrence of search text.
- 3 Click either the Change or No Change button.  
Word follows your instruction, then finds the next occurrence.

### **Canceling a search**

You can cancel a search by clicking the Cancel button or pressing Command-. (period).



### **Editing while you search**

- 1 When the text has been found, click in the document window to make it active, and edit the text.  
The Find or Change dialog box disappears.
- 2 Choose Find or Change again.  
The search text you used last will be in the Find What text box.
- 3 Click the Start Search button to continue.

You can also find the next occurrence of search text by pressing Command-Option-A. To repeat the last editing action, press Command-A.

### **Finding character and paragraph formats (Full Menus)**

- 1 Select a character that has the character format(s) you want to search for, or select a paragraph with the paragraph format(s) you want to locate. To select a paragraph, double-click beside it in the selection bar.
- 2 Press Command-Option-R.

Word finds and selects the next occurrence of the search format(s).

To search again for text with the same formats as your original selection, press Command-Option-A. If you press Command-Option-R again, Word searches for formats like those in the current selection, which may include formats you didn't search for originally.

When the selection has more than one character format, the following formats are not used to find matching formatting:

- Font
- Font size
- Superscript
- Subscript
- Expanded characters
- Condensed characters

**For information on**  
Macintosh character set

**See**  
Appendix D, "The Macintosh Character Set"

## Font Size Commands 9, 10, 12, 14, and 18 Point

On the Font menu.

These commands are used to change the font size of selected characters quickly, without having to open the Character dialog box. In the Character dialog box, you can often choose additional standard font sizes or specify custom font sizes.

To change font size with font size commands, select the text you want to change, then choose the appropriate font size command. A checkmark appears next to the font size that is in effect for the selected text. No checkmark appears if the selection contains more than one font size.

You can add standard or customized font sizes in the Character dialog box as commands on the Font menu.

**For information on**  
Formatting characters

Adding font sizes to the Font menu

**See**  
Character Command  
Character Formatting  
Menus

## Fonts

Fonts are designs for the characters you display on the screen and print.

The fonts initially available with Word are shown below. Additional fonts for your Macintosh (and Word) are available from your Apple dealer.

**Chicago**

Geneva

New York

**Venice**

Monaco

Σψμβολ (Symbol)

**Dover**

**Dover PS**

Boston

Monaco and Dover are fixed-width fonts; each character, whether narrow (i) or wide (w), occupies the same-width space. All other fonts are proportionally spaced with characters of different widths occupying different-size spaces. The Symbol font is a font of scientific and mathematical symbols.

Dover fonts are used to represent the printwheel characters of impact printers. When an impact printer is selected in the Chooser dialog box, and the Display As Printed option is turned on in the Preferences dialog box, Word displays text in the appropriate Dover font with accurate character sizes and line breaks.

You can see the set of characters available for many of the above fonts, and which keys insert those characters, by choosing Key Caps from the Apple menu and then choosing a font from the Key Caps menu at the far right of the menu bar. The keyboard on the screen shows the character that each key produces when pressed by itself, or in combination with Shift, Option, or Shift-Option.

Fonts are available in different sizes, measured in points. Each font has a set of standard font sizes. You can also specify that fonts be other sizes, and Word will scale a standard font to the specified size. Scaled fonts have a rougher appearance, except when printed on a LaserWriter.

Word directs printers to reproduce fonts and font sizes specified in a document. The ImageWriter can print all the fonts initially available with Word. LaserWriters can print additional fonts. If you turn on the Font Substitution option in the Print dialog box, the LaserWriter will substitute a similar but higher resolution font for one specified in a document. These substitutions are described in the LaserWriter manual.

You can move LaserWriter fonts or other fonts you've purchased to your Macintosh and Word by using the Font/DA Mover described in your Macintosh owner's guide.

### **Changing fonts with menu commands** (Full Menus)

- 1 Select the text you want to change fonts for.
- 2 Choose Character from the Format menu.
- 3 Select the font you want from the Font Name list box.
- 4 Select the font size you want from the list box to the right of the Font Name list box, or type a size in the Font Size box.

For convenience, you can also change fonts with the font and font size commands on the Font menu, which lists commonly used fonts and font sizes.

## Changing fonts with keys (Full Menus)

- 1 Select the text you want to change fonts for.
- 2 Press Command-Shift-E.  
The lower-left corner of the active window displays the word "Font" and becomes a text-entry area in which you type the name of a font.
- 3 Type enough characters of the font name to distinguish it from other fonts; one character is usually sufficient.  
When you type, "Font" is replaced by the characters you type.
- 4 Press Return or Enter.

You can cancel this procedure by pressing Command-. (period) before you press Return or Enter.

As you type, you can increase or decrease the characters by one font size by pressing Command-Shift-> or Command-Shift-<, respectively.

### For information on

Adding fonts or font sizes to the Font menu

### See

Menus

## Footers

See "Headers and Footers."



## Footnote Command

On the Document menu.

The Footnote command places a footnote reference mark in your text and opens the footnote window so you can type corresponding footnote text. If you are using full menus, you can also use the Footnote command to change the separators Word uses between the end of main text on a page and footnotes.

☒ Auto-numbered Reference

or

Footnote Reference Mark:

Footnote Separators

*Options in red are available only if you are working with full menus.*

**Auto-numbered Reference** Automatically adds a sequential reference number at the insertion point in the document and in the footnote window. This option is turned off if you type in the Footnote Reference Mark box.

**Footnote Reference Mark** Adds a reference mark you type. You can type a footnote reference mark up to 10 characters long.

**Footnote Separators** Display a window where you can change the separators Word uses between main text and footnotes.

Click	To change
Separator	The separator between text and footnotes on a page.
Cont. Separator	The separator between text and the text of a footnote that carries over from the previous page.
Cont. Notice	The note saying footnotes carry over to the next page.

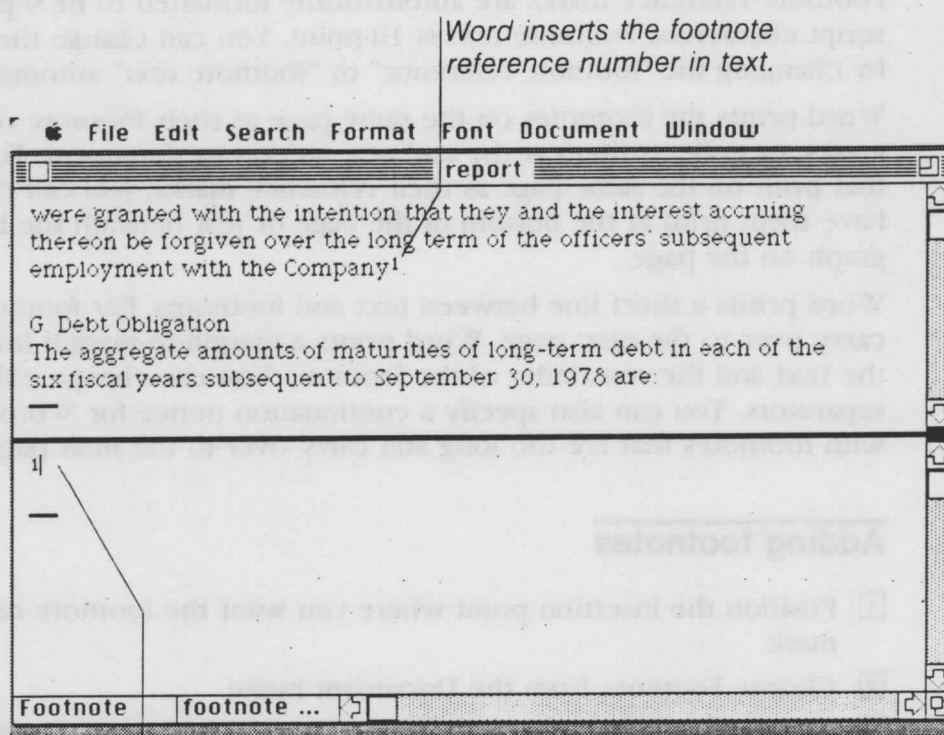
Initially, the footnote separator is a short line, the continuing footnote separator is a margin-to-margin line, and there is no continuation notice.

**For information on**  
Working with footnotes

**See**  
Footnotes

## Footnotes

When you carry out the Footnote command, Word inserts a footnote reference mark at the insertion point in your document and opens a footnote window, where you can type the footnote text. The footnote text can be any length and include any number of paragraphs.



Word inserts the footnote reference number in text.

You type the footnote here.

Word automatically numbers footnotes in sequence, but you can specify other reference marks if you want — for example, asterisks or daggers. Using your own reference marks does not affect the numbering of automatically numbered footnotes that follow in the document.

If a document you're working on is part of a longer document, you can use the Start Footnote Numbers At option in the Page Setup command to set the start number so automatic footnote numbering maintains a sequence across documents.

As you scroll through your document, the footnote window scrolls to show the footnote that corresponds to the first footnote reference mark displayed in the document window.

Footnote reference marks are automatically formatted to be 9-point superscript characters. Footnote text is 10-point. You can change these settings by changing the "footnote reference" or "footnote text" automatic styles.

Word prints the footnotes on the same page as their footnote reference marks, or collects them at the end of a section or document. For footnotes that print on the same page as their reference marks, you can choose to have them print at the bottom of the page or just beneath the last paragraph on the page.

Word prints a short line between text and footnotes. For footnotes that carry over to the next page, Word prints a margin-to-margin line between the text and the remainder of the footnote. You can change either of these separators. You can also specify a continuation notice for Word to include with footnotes that are too long and carry over to the next page.

---

### **Adding footnotes**

- 1** Position the insertion point where you want the footnote reference mark.
- 2** Choose Footnote from the Document menu.
- 3** To automatically give the footnote the next sequential number, accept the proposed response of Auto-numbered Reference.  
To create your own reference mark, type up to 10 characters in the Footnote Reference Mark box.
- 4** Click OK to open the footnote window at the bottom of the screen.
- 5** Type your footnote text at the reference mark in the footnote window.
- 6** Click in the document window to continue your work.

---

### **Adding numbered footnotes quickly with keys**

- 1** Position the insertion point where you want the footnote reference number.
- 2** Press Command-E to choose the Footnote command.

- 3 Press Return to accept the proposed response of Auto-numbered Reference.

You do not have to wait for the dialog box to appear before pressing Return. The footnote window opens at the bottom of the screen.

- 4 After typing the footnote text, press zero on the numeric keypad or Command-Option-Z (Go Back) to return to where you were in the document window.

If you've edited in the footnote window, click in the document window to return to the main document.

### **Editing footnote text**

- Edit text in the footnote window as you would any other text.

If you accidentally delete an automatic footnote reference number, you can restore it by positioning the insertion point at the beginning of the first line of footnote text, choosing the Footnote command, and typing the reference number.

### **Editing footnote reference marks**

You can edit footnote reference marks that you have created yourself.

- 1 Select the reference mark in the document window.
- 2 Choose Footnote and type the new reference mark.
- 3 Click OK.
- 4 Select the reference mark in the footnote window.
- 5 Type the new reference mark.

Automatic footnote reference numbers do not need to be edited. If you add or delete an auto-numbered footnote, Word adjusts all the reference numbers that follow.



## **Deleting footnotes**

- Delete the reference mark in the document text.  
Reference marks that follow the deleted footnote are automatically adjusted if you have auto-numbered footnotes.

You cannot delete a footnote by deleting the text in the footnote window. The text will disappear, but the last paragraph mark for the footnote text can't be deleted and the footnote reference mark will remain in the document.

## **Opening or closing the footnote window**

To open the footnote window (full menus only):

- Press the Shift key while you drag the split bar down. Or press Command-Option-Shift-S.

The Footnote command opens the footnote window automatically. You can expand the footnote window by dragging the split bar upward.

To close the footnote window:

- Drag the split bar to the bottom of the window. Or press Command-Option-Shift-S.

## **Controlling where footnotes print (Full Menus)**

- 1 Choose Page Setup from the File menu.
- 2 Click one of the Footnotes At options.

If you click Endnotes, Word prints footnotes at the end of the section, unless you turn off the Include Endnotes option in the Section command for that section. Word would then print the footnotes at the end of the next section that has the Include Endnotes option turned on.

Annual Report

12.

were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officer's subsequent employment with the Company.<sup>1</sup>

<sup>1</sup>The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year

*Bottom of Page footnote prints at bottom of page,  
no matter where text on page ends.*

Annual Report

12.

were granted with the intention that they and the interest accruing thereon be forgiven over the long term of the officer's subsequent employment with the Company.<sup>1</sup>

<sup>1</sup>The loan agreements provide that, as long as the officers remain employees of the Company, the Company will annually forgive 4.75% of the original loan amount as well as the interest that accrued on the loan during the year

*Beneath Text footnote prints just beneath text.*

### Editing separators (Full Menus)

- 1 Choose Footnote from the Document menu.
- 2 In the Footnote Separators box, click the separator you want to edit.  
The Footnote dialog box disappears and Word displays a window with the specified separator. The Cont. Notice window is empty until you type a continuation notice.
- 3 After editing the separator, click the close box for the Separator window.

You can return to the original separators by clicking the Same as Previous button at the top of the window.

#### For information on

Numbering footnotes in long documents

Changing the automatic style for footnotes

#### See

Long Documents

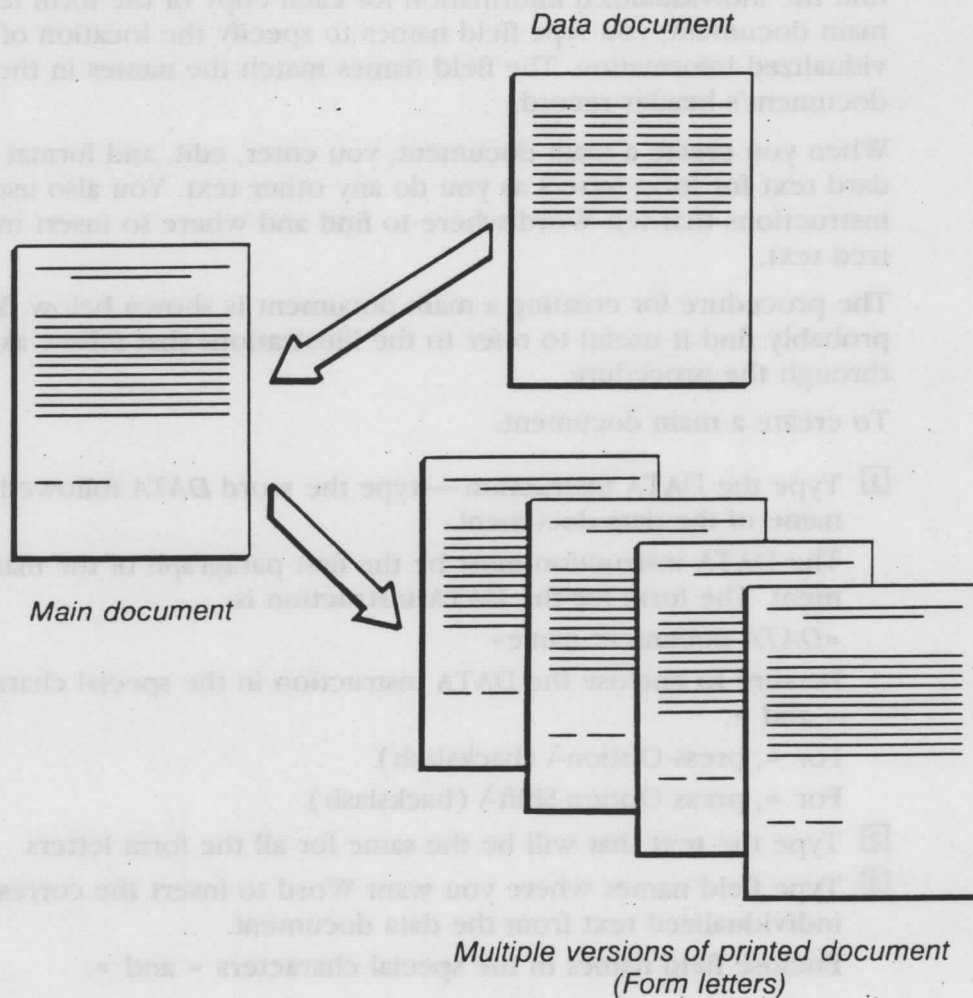
Styles: Formatting the Easy Way

## Form Letters

With Word you can create form letters and print an individualized copy for each recipient. To do this you create two documents:

- A main document containing the standard letter text.
- A data document containing the information for each individual copy of the letter. This information will be merged into the standard letter.

You use the Print Merge command to combine these two documents and print the form letters.



### Creating a main document

In the main document, you type the standard text that will be the same in all the form letters. You also specify the data document where Word will find the individualized information for each copy of the form letter. In the main document, you type field names to specify the location of the individualized information. The field names match the names in the data document's header record.

When you create a main document, you enter, edit, and format the standard text for form letters as you do any other text. You also use special instructions that tell Word where to find and where to insert individualized text.

The procedure for creating a main document is shown below. You will probably find it useful to refer to the illustrations that follow as you read through the procedure.

To create a main document:

- 1 Type the DATA instruction — type the word *DATA* followed by the name of the data document.

The DATA instruction must be the first paragraph of the main document. The form for the DATA instruction is:

«DATA document name»

Be sure to enclose the DATA instruction in the special characters « and ».

For «, press Option-\ (backslash).

For », press Option-Shift-\ (backslash).

- 2 Type the text that will be the same for all the form letters.
- 3 Type field names where you want Word to insert the corresponding individualized text from the data document.

Enclose field names in the special characters « and ».



You can format the individualized text that will be inserted during printing by formatting the first character of its field name. In the following illustration, the "a" in the second "addressee" field name is bold, so Word prints the individualized text for that field name—the customer's name—in bold. The "o" in the first "order" field name is italic, so Word italicizes the name of the merchandise the customer ordered.

Field names can be up to 65 characters long. The paragraph mark can be substituted for ».

You can use the same field name more than once in a main document to insert the same text in several locations.

You can use special instructions, as well as field names, to tell Word what kind of individualized text you want printed in form letters. For more information, see "Using special instructions," later in this topic.

*Field names will be replaced with individualized text during printing.*

«DATA Orders»

AG Gourmet Foods

May 5, 1986

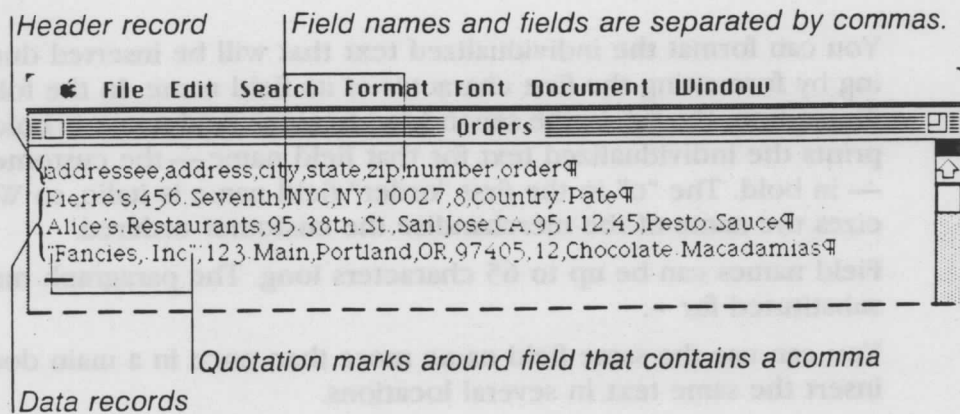
«addressee»  
«address»  
«city», «state» «zip»

Dear «addressee»

Thank you for your order of «number» cases of «order». The «order» will be shipped right away.

Sincerely,

Aaron Graham  
President



### Creating a data document

A data document consists of a header record and data records. A header record is a list of field names that tells what kind of information is stored in the data document. Data records contain the individualized text that is merged into form letters during printing. Each data record holds the text for one version of a form letter. The individual items within a record are called fields.

The procedure for creating a data document is given below. As you read through the procedure, you will probably find it useful to refer to the preceding illustrations.

To create a data document:

- 1 Type a header record as the first paragraph of the data document. Separate field names with commas or with tab marks. Press Return at the end of the header record.
- 2 Type the data records, separating fields with commas or tab marks, whichever you used for the header record. Press Return at the end of each record, except the last one.

The information in the fields corresponds to the field name: the first field matches the first field name, and so on. In the data document illustration, the "Pierre's" field corresponds to the "addressee" field name.

You can include up to 256 field names in a header record and list them in any order. Similarly, you can include 256 fields in a data record. Fields must match the order of field names in the header record. Word wraps lines if you use many field names and fields. This is fine as long as the header record and each data record end with a paragraph mark.

If a field contains a comma, a tab mark, or quotation marks, the whole field must be enclosed in quotation marks. For an example, see the field for "Fancies, Inc." in the sample data document.

When you want quotation marks to be part of the text that's printed, you double the quotation marks as shown below.

To print:

*Charles "Chuck" Feeney*

you would type the field as:

*"Charles ""Chuck"" Feeney"*

In this example, quotation marks surround the field since it contains quotation marks, and doubled quotation marks show where you want quotation marks to print.

You do not need to type text for every field of a record. To create a blank field, type just a comma or tab mark, whichever you use to separate the fields.

Do not use the special characters « and » in a data document, or put a blank line between records.

**Note** Word prints copies of form letters in the same order as that of the records in the data document. By sorting records, you can control the order in which form letters print. For example, to print letters and mailing labels in the order of their zip codes, you would sort the records by zip code.

Copy 1  
Note  
character  
formatting.

AG Gourmet Foods

May 5, 1986

Pierre's  
456 Seventh  
NYC, NY 10027

Dear Pierre's:

Thank you for your order of 8 cases of *Country Pate*. The Country Pate will be shipped right away.

Sincerely,

Copy 2

AG Gourmet Foods

May 5, 1986

Alice's Restaurants  
95 38th St.  
San Jose, CA 95112

Dear Alice's Restaurants:

Thank you for your order of 45 cases of *Pesto Sauce*. The Pesto Sauce will be shipped right away.

Sincerely,

Copy 3  
Note comma in  
Fancies, Inc.

AG Gourmet Foods

May 5, 1986

Fancies, Inc  
123 Main  
Portland, OR 97405

Dear Fancies, Inc:

Thank you for your order of 12 cases of *Chocolate Macadamias*. The Chocolate Macadamias will be shipped right away.

Sincerely,

Aaron Graham  
President

## Printing form letters

- 1** Open the main document.

You don't have to open the data document, but it must be on the same disk as the main document or in the same folder if you use folders.

- 2** Choose Print Merge from the File menu.

To print form letters for only some of the records in the data document, you can specify a range of records in the From and To boxes.

To review form letters before printing them, click the New Document button. Word places the merged letters in a single document called Form Letters.

- 3** Click the Print button to start printing the form letters.

If there is an error in the main or data document, Word flashes an error message on the screen as you print or create a Form Letters document for review. Where appropriate, the error message also prints or is displayed in the field that needs correction.

## Canceling printing

- ☐ Press Command-. (period).



## Using special instructions

Word has special instructions you can include in a main document to give you more precise control over the individualized text printed in form letters.

- IF and ELSE set up conditions for Word to consider before printing individualized text.
- SET lets you update information that may vary for a set of form letters from printing to printing.
- ASK prompts you for the contents of a field during the printing of each form letter.
- INCLUDE allows you to insert a document into another document at the place you specify. The documents are stored separately and merged during printing.

You enter instructions into a main document where you want data document text to appear, enclosing the instructions in the special characters « and ».

## The IF and ELSE Instructions

IF and ELSE are conditional instructions. You use them when you want Word to see if a field in a record matches a condition you specify. If the condition is met, Word prints the text you specify in the instruction. If the condition is not met, Word prints either no text or alternative text you specify using the ELSE instruction.

Any instruction that begins with IF must end with ENDIF.

The information below describes the IF and ELSE instructions. As you read, you will probably find it useful to refer to the illustrations that follow the explanation.

**The IF Instruction** There are three types of IF instruction. Each establishes a different condition for a field to meet.

■ **Text in a field**

You can have Word confirm the presence of a field. If the field is there (that is, the condition is met), Word prints the text you specify.

The first IF instruction in the main document example tells Word to search data document records for entries in the "order2" field. Since only the first record in the data document meets the condition specified, only the first version of the printed form letter examples includes text for "number2" and "order2."

The form for the IF instruction that confirms whether there is text in a field is:

«IF field name»text to print«ENDIF»

■ **Matching text**

You can have Word see if text in a field matches text you enter in an IF instruction. If the text matches, Word prints what you specify.

The second IF instruction in the main document example tells Word to search records in a data document for "order" fields that have "Chocolate Macadamias" as an entry. Because the third record in the data document example meets the condition, Word prints the specified text in the third version of the sample form letters.

The form for the IF instruction that looks for matching text in a field is:

«IF field name = "text to match"»text to print«ENDIF»

Be sure to enclose the text to be matched in this type of IF instruction in quotation marks.

#### ■ Matching numbers

You can have Word see if a number in a field matches a number you enter in an IF instruction. Word can look for a number entry that is equal to (=), greater than (>), or less than (<) a number in your instruction. The number entry must be a whole number.

The third IF instruction in the main document example asks Word to see if the number in the "number" field is greater than 25. The entry in the second record meets the condition, and Word prints appropriate text in the second version of the form letter.

The form for an IF instruction that looks for numbers in a field is:

«IF field name matches number»text to print«ENDIF»

**The ELSE Instruction** The third IF instruction in the illustration contains an ELSE instruction. This tells Word to print alternative text when a condition is not met. In the example, the entry in the "number" field of the first and third records is 25 or less. Word prints alternative text in the corresponding versions of the form letter.

Where an ELSE instruction is included in this type of IF instruction, the form is:

«IF field name matches number»text to print«ELSE»  
alternative text to print«ENDIF»

**Note** ELSE can be included in any type of IF instruction.

Main  
document

«DATA New Orders»

Ends IF instruction

Begins IF instruction

AG Gourmet Foods

May 5, 1986

«addressee»

«address»

«city», «state» «zip»

Dear «addressee»:

Thank you for your order of «number» cases of «order»«IF order2» and  
 «number2» cases of «order2»«ENDIF»«IF order=Chocolate Macadamias»  
 We'll soon be stocking Camembert Treats, a sophisticated bite size food for  
 party trays. Watch for an announcement.«ENDIF»

«IF number>25»For two weeks only, we are offering our preferred customers  
 a 20% discount on any orders for Escargot Shells over 10 cases.«ELSE»You  
 may be eligible for preferred customer discounts. We'll be contacting you  
 about this soon.«ENDIF»

Sincerely,

Aaron Graham  
 President

Signals alternative text

Text to match is enclosed in quotation marks.

Data  
document

File Edit Search Format Font Document Window

New Orders

addressee,address,city,state,zip,number,order,number2,order2¶  
 Pierre's,456 Seventh,NYC,NY,10027,8,Country Pate,2,Mixed Herbs¶  
 Alice's Restaurants,95 38th St.,San Jose,CA,95112,45,Pesto Sauce,¶  
 "Fancies, Inc",123 Main,Portland,OR,97405,12,Chocolate Macadamias,¶

Empty field is indicated with comma.

Copy 1  
Order 2 field:  
additional text  
prints.

AG Gourmet Foods

May 5, 1986

Pierre s  
456 Seventh  
NYC, NY 10027

Dear Pierre s:

Thank you for your order of 8 cases of Country Pate and 2 cases of Mixed Herbs.

You may be eligible for preferred customer discounts. We'll be contacting you about this soon.

Sincerely,

Copy 2  
Order greater  
than 25:  
preferred  
customer offer  
prints.

AG Gourmet Foods

May 5, 1986

Alice s Restaurants  
95 38th St.  
San Jose, CA 95112

Dear Alice's Restaurants:

Thank you for your order of 45 cases of Pesto Sauce.

For two weeks only, we are offering our preferred customers a 20% discount on any orders for Escargot Shells over 10 cases.

Sincerely,

Copy 3  
Chocolate  
Macadamia  
order:  
Camembert  
Treats  
announcement  
prints.

AG Gourmet Foods

May 5, 1986

Fancies, Inc  
123 Main  
Portland, OR 97405

Dear Fancies, Inc:

Thank you for your order of 12 cases of Chocolate Macadamias. We'll soon be stocking Camembert Treats, a sophisticated bite size food for party trays. Watch for an announcement.

You may be eligible for preferred customer discounts. We'll be contacting you about this soon.

Sincerely,

Aaron Graham  
President



For information on controlling blank lines when you use the IF instruction or other special instructions, see "Controlling blank lines," later in this topic.

**Nesting IF Instructions** Conditional instructions may contain other conditional instructions. This is called nesting.

You can nest more than one IF instruction to refine a condition. For example:

*«IF order="Chocolate Macadamias"»«IF number>50»text to print«ENDIF»«ENDIF»*

This instruction tells Word to see if a record has "Chocolate Macadamias" in the "order" field and a number greater than 50 in the "number" field. If these conditions are met, Word prints the specified text.

**Screening Records to Print** There are two ways to screen records in a data document and print form letters for only some of them. You can specify a range of records in the Print Merge dialog box, or you can use the IF instruction with the NEXT instruction. For example:

*«IF number<50»«NEXT»«ENDIF»*

This instruction tells Word to go to the next record if the entry in the "number" field of a record is less than 50.

Type the screening instruction (IF...NEXT) as the second paragraph of a main document, just below the DATA instruction.

## The SET Instruction

You use SET to update information that varies for a set of form letters from printing to printing. When you use SET, you enter information once at the beginning of a printing session. Word then prints this information on all copies of a form letter.

In the following illustration, SET is used to name the product for a promotional mailing. If you change the product name, you can use the same document to promote a second product.

Use SET to enter individualized text to be entered during printing.

File Edit Search Format Font Document Window

Prospects

«DATA Prospects»  
«SET product=AG Fine Chocolates»

AG Gourmet Foods

May 5, 1986

Dear «name»

We are offering an introductory special on «product». Consult the enclosed price list showing our broad selection and low prices. If you place a minimum order for any 3 types of «product» before June 5, subtract 10% from the listed price.

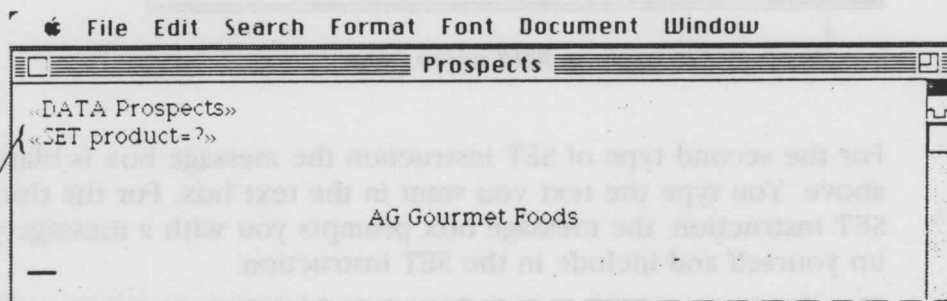
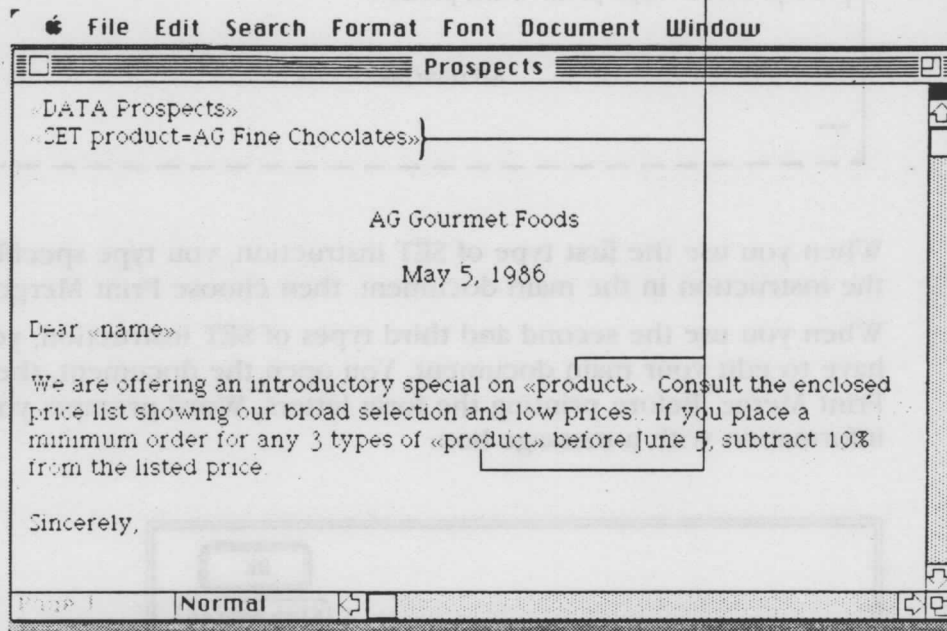
Sincerely,

Page 1 Normal

SET instruction text will replace field name.

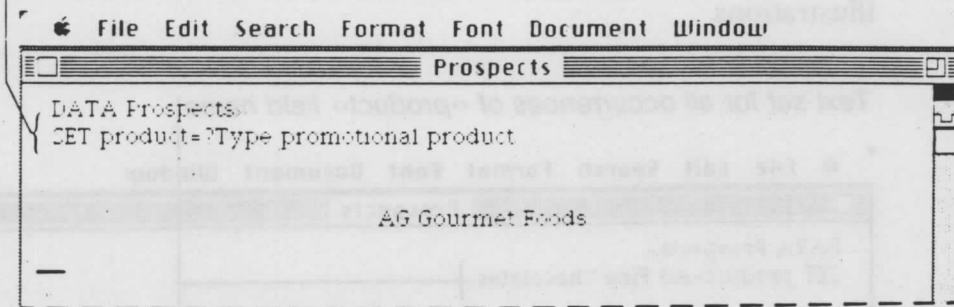
There are three types of SET instruction, as shown in the following illustrations.

*Text set for all occurrences of «product» field name*



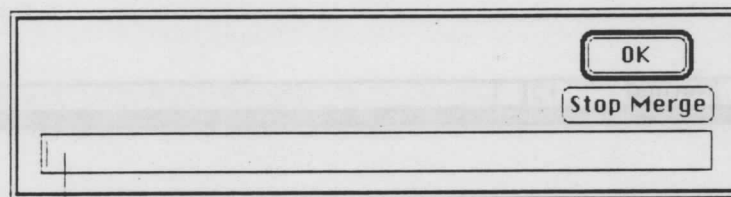
*Word asks for product name before printing form letters.*

Word asks for product name, using message you specify.



When you use the first type of SET instruction, you type specific text with the instruction in the main document, then choose Print Merge.

When you use the second and third types of SET instruction, you don't have to edit your main document. You open the document, then choose Print Merge. Before printing the form letters, Word prompts you to update information with a message box:



Type text to replace field name here.

For the second type of SET instruction the message box is blank, as shown above. You type the text you want in the text box. For the third type of SET instruction, the message box prompts you with a message you make up yourself and include in the SET instruction.

The third type of SET instruction is useful when you want a reminder of the kind of text you should type. In the example above, the message is "Type promotional product." If you have more than one SET instruction in a main document, your messages help you keep track of which field name you are supposed to type information for.

After you respond to SET instruction prompts and press Return, Word prints all form letter copies. You are asked to type information only once.

The forms for the three SET instruction types are:

- «SET field name = text to print»
- «SET field name = ?»
- «SET field name = ?specify message»

## The ASK Instruction

You use the ASK instruction when you want Word to ask you for information before printing each version of a form letter. The following illustrations show the two types of ASK instruction.

*Word asks for text to replace the «name» field name before printing each copy.*

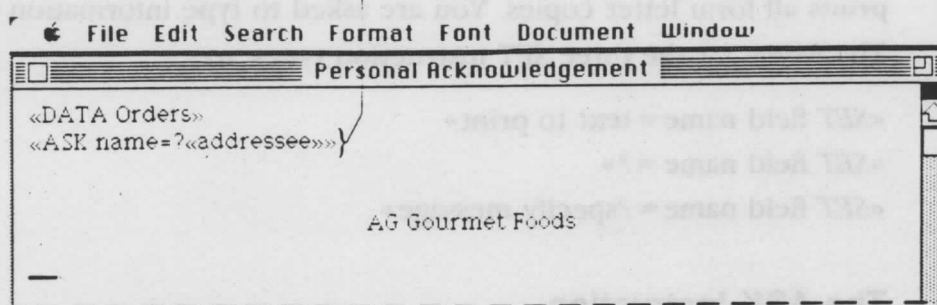
The screenshot shows a Microsoft Word window titled "Personal Acknowledgement". The menu bar includes Apple logo, File, Edit, Search, Format, Font, Document, and Window. The document content is as follows:

«DATA Orders»  
 «ASK name=?»  
  
 AG Gourmet Foods  
 May 5, 1986  
  
 «addressee»  
 «address»  
 «city», «state», «zip»  
 Dear «name»  
  
 Pleased to receive your order for «order». Your «order» will be in the mail right away. The invoice will be dated May 5, 1986.

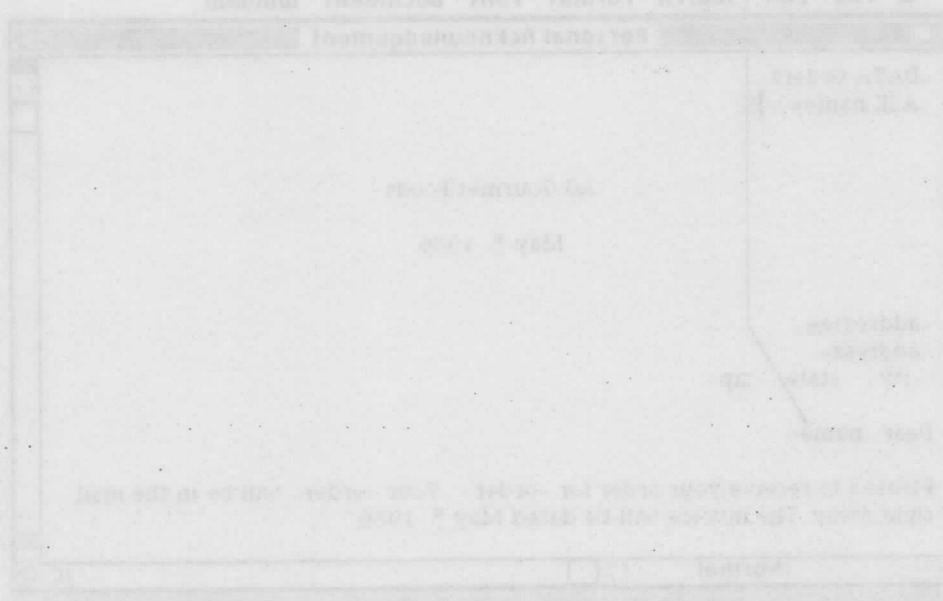
The status bar at the bottom shows "Normal" and a font size of 12.



Word uses your message to ask for a replacement for the «name» field name.



In these examples, you are asking Word to prompt you for the name of your contact person at each company. You can then type whatever form of the person's name is appropriate for that form letter. The name prints where you've typed a corresponding field name in the main body of the text. The following illustration shows the variety of responses ASK allows you.



Copy 1  
Familiar  
greeting

AG Gourmet Foods

May 5, 1986

Pierre's  
456 Seventh  
NYC, NY 10027

Dear Perry:

Pleased to receive your order for Country Pate. Your Country Pate will be in the mail right away. The invoice will be dated May 5, 1986.

Sincerely,

Copy 2  
Friendly  
greeting

AG Gourmet Foods

May 5, 1986

Alice's Restaurants  
95 38th St.  
San Jose, CA 95112

Dear Alice:

Pleased to receive your order for Pesto Sauce. Your Pesto Sauce will be in the mail right away. The invoice will be dated May 5, 1986.

Sincerely,

Copy 3  
Formal  
greeting

AG Gourmet Foods

May 5, 1986

Fancies, Inc  
123 Main  
Portland, OR 97405

Dear Mr. Roberts:

Pleased to receive your order for Chocolate Macadamias. Your Chocolate Macadamias will be in the mail right away. The invoice will be dated May 5, 1986.

Sincerely,

Aaron Graham  
President

When you use an ASK instruction, Word displays a message box so you can type the text that will replace the ASK instruction field name where it appears in the document. As soon as you press Return, Word prints the copy. This process is repeated for each version of the form letter.

With the first type of ASK instruction, Word displays a blank message box. When you use the second type of ASK instruction, Word asks you for information with a message you make up yourself and include in the ASK instruction. For the sample data document above, the message would be the field for «addressee» for the copy of the letter Word is waiting to print.

The second type of ASK instruction is useful when you want a reminder of the kind of text you should type. If you have more than one ASK instruction in a main document, your messages help you keep track of which field name you are supposed to type information for. Using a field name is an especially effective use of this type of ASK instruction.

The forms for the two ASK instruction types are:

«ASK field name = ?»

«ASK field name = ?specify message»

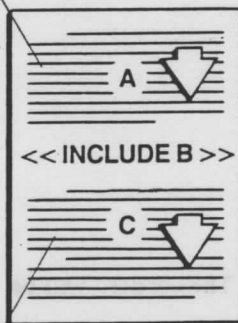
### The INCLUDE Instruction

When you want to insert a document into another document (but don't want to store the documents as a single document), you use the INCLUDE instruction. An INCLUDE instruction in one document tells Word to insert the text of another document during printing.

You can use the INCLUDE instruction in a main document when you print form letters, or in any other Word document. If you use INCLUDE instructions, you must print with the Print Merge command. You can insert another Word document with the INCLUDE instruction, or any file with a format that Word recognizes.

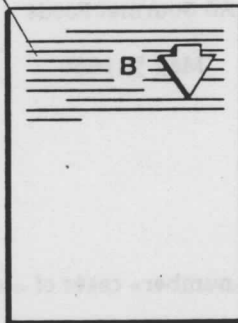
Word prints text in main document down to INCLUDE instruction, then...

Main Document

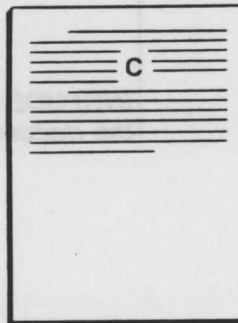
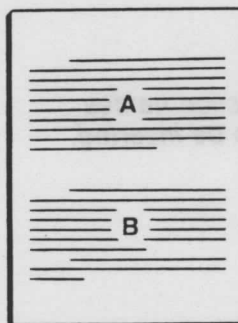


...prints the "included" document and...

B



...returns to finish printing the main document.



Final Printed Document

You type an INCLUDE instruction into a document where you want to insert another document.

«DATA Orders»

AG Gourmet Foods

May 5, 1986

«addressee»

«address»

«city», «state» «zip»

Dear «addressee»

Thank you for your order of «number» cases of «order». The «order» will be shipped right away

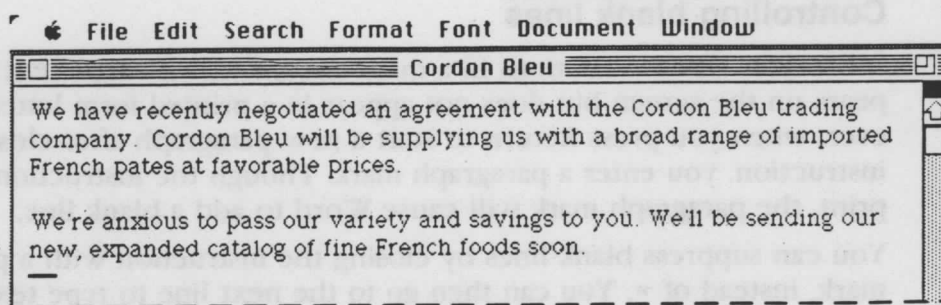
«IF order="Country Pate"»«INCLUDE Cordon Bleu»

«ENDIF»Sincerely,

Aaron Graham  
President

*INCLUDE instruction names  
the document to be inserted.*





*Word inserts this document wherever "Cordon Bleu" appears in an INCLUDE instruction.*

**Note** Word prints the character, paragraph, and page formats that are part of an included document. If an included document has Word's default page number format, you can change that format from within a main document. After you type an INCLUDE instruction, choose Section and, under Page Number, change the page number format. Do not set page number formats for an included document from a main document when the included document has any page number format other than Word's default format.

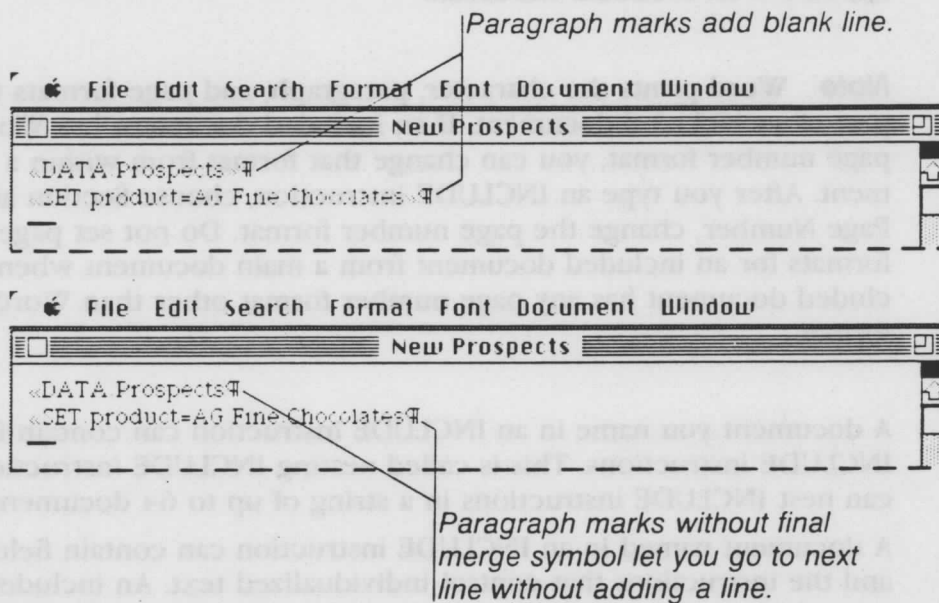
A document you name in an INCLUDE instruction can contain its own INCLUDE instructions. This is called nesting INCLUDE instructions. You can nest INCLUDE instructions in a string of up to 64 documents.

A document named in an INCLUDE instruction can contain field names and the instructions that control individualized text. An included document cannot contain a DATA instruction. You must put the DATA instruction for an included document in the main document that initiates the insertion of the included document.

### Controlling blank lines

When you type instructions in a main document, you type text that appears on the screen but does not appear in a printed form letter. However, when you press Return to start a new paragraph after closing an instruction, you enter a paragraph mark. Though the instruction will not print, the paragraph mark will cause Word to add a blank line.

You can suppress blank lines by closing the instruction with a paragraph mark, instead of ». You can then go to the next line to type text without adding a blank line to your printed form letter.



You can also control a blank line by putting the text that follows the instruction on the same line as the instruction. For example, if you use an IF instruction that will print a separate paragraph when IF conditions are met, you need to ensure the proper number of blank lines between paragraphs—whether the specified text prints or not. The following illustration shows how to do this.

```
«DATA.Orders»¶
¶
¶
AG.Gourmet.Foods¶
¶
May 5, 1986¶
¶
«addressee»¶
«address»¶
«city», «state», «zip»¶
¶
Dear «addressee»¶
¶
Thank you for your order of «order». The «order» will be shipped right
away ¶
¶
«IF order="Chocolate Macadamias"» We know you can always use a variety of
fine chocolate treats and have enclosed our "Chocolate Choices" catalog
Please review it and place your orders soon.¶
¶
«ENDIF»Sincerely,¶
¶
¶
Aaron Graham¶
President¶
```

*"Sincerely" on same line as ENDIF,  
so there are no extra blank lines when  
text you specify does not print*

*Creates blank line before "Sincerely" when text  
you specify with IF instruction is printed*

### Using Print Merge without a data document

SET and ASK instructions, like records in a data document, provide individualized text to replace field names in a form letter. These instructions let you use Print Merge without a data document. For example, rather than using a data document as shown in the first illustration under "The SET Instruction," you can send a promotional form letter for a specific product by using just the SET and ASK illustrations.

*All individualized text is stored  
or entered with SET or ASK  
instructions.*

«SET product=AG Fine Chocolates»  
«ASK name=?name of product prospect»

AG Gourmet Foods

May 5, 1988

Dear «name»:

We are offering an introductory special on «product». Consult the enclosed price list showing our broad selection and low prices. If you place a minimum order for any 3 types of «product» before June 5, subtract 10% from the listed price.

Sincerely,

Aaron Graham  
President

To create a form letter without a data document:

- 1 Begin a document with SET and/or ASK instructions so you can record individualized text or be prompted to enter it.
- 2 Create the standard text for a form letter, entering field names where you want individualized text to appear.
- 3 Choose Print Merge.
- 4 Type text at SET or ASK instruction prompts, as appropriate.

You can also use IF and ELSE instructions without a data document. Word checks for conditions in SET and ASK fields, then prints accordingly.

When you are using ASK and have printed the last copy, click the Stop Merge button the next time the message box appears.

### **Creating a data document from other programs**

You can use information stored in databases to create the records for a Word data document. Most databases let you create ASCII files with fields separated by commas or tab marks, and records that end with a paragraph mark (an ASCII carriage return). This is the format Word requires.

You can create a header record for some data documents from a database, for example, documents from Microsoft File. However, most files created from a database will not include a header record. To provide header record information, you can add a header record to the data document or, as an alternative, you can include the header record in a separate document called a header document. With header information in a separate document, you can create new data documents from updated databases, but won't have to add a header record each time.



### Using a header document

A header document contains a header record — a list of field names followed by a paragraph mark. For example:

*addressee,address.city,state,zip*

Field names in a header document must be in the same order as the fields of all data documents the header document will be used with. Header document field names must also have the same field separator (comma or tab).

When you use a header document, specify the header document's name in the DATA instruction before the data document name. For example, if the header information for the data document Orders is in a document called Orders Header, then the DATA instruction in the main document would be:

*«DATA Orders Header,Orders»*

The header document name and the data document name must be separated by a comma.

#### For information on

Using Print Merge to print mailing labels

Sorting a data document

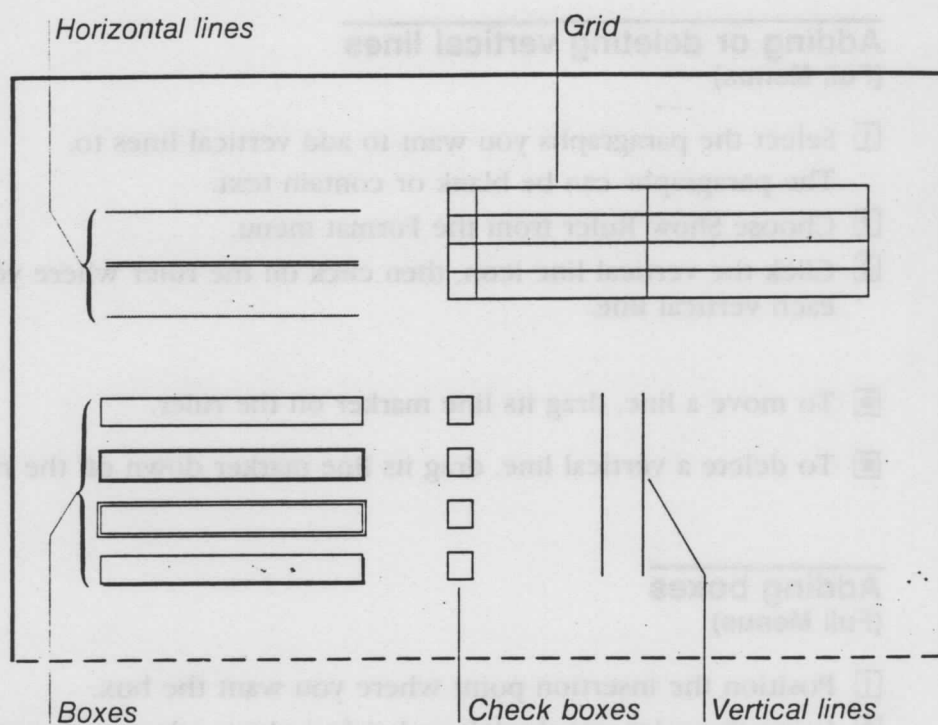
#### See

Mailing Labels

Sorting

## Forms

Word provides a number of elements you can use to create forms, as shown in the following illustration.



### **Adding horizontal lines**

- 1 Position the insertion point where you want the line to begin.
- 2 Choose the type of line you want.  
You can choose from the underline formats in the Character (Format menu) dialog box with full menus, or choose the Underline command.
- 3 Set a tab stop where you want the line to end.
- 4 Press the Tab key.  
Word underlines to the tab stop.
- 5 If you want a series of lines, press Return at the end of each line, then press Tab.

### **Adding or deleting vertical lines** (Full Menus)

- ☐ 1 Select the paragraphs you want to add vertical lines to.  
The paragraphs can be blank or contain text.
  - ☐ 2 Choose Show Ruler from the Format menu.
  - ☐ 3 Click the vertical line icon, then click on the ruler where you want each vertical line.
- 
- ☐ To move a line, drag its line marker on the ruler.
  - ☐ To delete a vertical line, drag its line marker down off the ruler.

### **Adding boxes** (Full Menus)

- ☐ 1 Position the insertion point where you want the box.
- ☐ 2 Using the ruler, set the left and right indents where you want the left and right ends of the box.
- ☐ 3 Choose Paragraph from the Format menu. Under Border, click Box.
- ☐ 4 If you want a series of boxes, press Return for each box you want.  
If you want one box to span several lines, press Shift-Return once for each line you want it to span.

## **Adding check boxes** (Full Menus)

- 1 Position the insertion point where you want a check box.
- 2 Choose Insert Graphics from the Edit menu to paste a 1-inch-square frame at the insertion point.  
The frame is outlined with a dotted line when Show ¶ is turned on and is hidden when Hide ¶ is turned on.
- 3 Click inside the frame to select it.
- 4 Drag the appropriate black box on the frame to make the frame the size you want.  
If you drag the bottom or right black box, Word shows an exact measurement for height or width of the box in the lower-left corner of the window.
- 5 Choose Outline from the Format menu to outline the frame.

When you complete your work, click outside the frame so it is no longer selected. To reselect small check boxes, you may need to drag across them, rather than click on them.

## **Adding grids** (Full Menus)

- 1 Add a series of boxes as described under "Adding boxes," earlier in this topic.
- 2 Select all the boxes by dragging in the selection bar.
- 3 Add vertical lines as described under "Adding or deleting vertical lines," earlier in this topic.

### **For information on**

Using the ruler  
Sizing blank frames

### **See**

Show Ruler/Hide Ruler Command  
Graphics

## Formulas

You can type some formulas (such as  $E = mc^2$ ) with Word's standard formats. Other formulas include complex elements like square roots or arrays. You create these complex elements by typing a one-letter typesetting command that tells Word what element to draw. You can include options with these typesetting commands. The options usually specify alignment and placement of the parts of the element.

### Typing Formulas

You type the standard characters of a formula as you would any other characters. The complex elements, however, must be specified using the syntax shown below:

`\command \option (argument,argument)`

Commands and options are both preceded by a formula character. You press Command-Option-\ (backslash) to enter the formula character. Word displays the formula character as a backslash preceded by a dot (\).

For some commands you can use more than one option. The arguments are the actual text or values in the element. Arguments are separated by commas. Different commands use different numbers of arguments. You can type formulas as uppercase or lowercase characters.

If you need to use a comma or a single, "unbalanced," parenthesis as part of an argument, you must precede it with the formula character. If you have a list of items separated by commas, you can use a special List command to set this up and avoid repeated use of the formula character.



### Typing a complex formula element (Full Menus)

- 1 If necessary, choose Show ¶.
- 2 Press Command-Option-\ (backslash).
- 3 Enter the one-letter typesetting command corresponding to the type of element you want to set up.  
The commands are described later in this topic.
- 4 If you need to use options, press Command-Option-\ (backslash) before each option, then type the option.
- 5 Type the arguments, enclosing them in parentheses and separating them with commas.

### Displaying Formulas

When Show ¶ is on, you see the formula as you typed it, with the formula commands showing. When you choose Hide ¶, you can see the formula in its final form. As you work, you can easily move back and forth between Hide ¶ and Show ¶ by pressing Command-Y.

Word considers a formula in final form as a single character. You select, cut, copy, and paste the entire formula as a unit.

If you make an error in the formula (a typing error, for instance), Word won't let you see the final form until you correct the error.

You can't move a formula in final form to another program unless you first use Command-Option-D to make the formula into a graphic and copy it to the Clipboard. You can then paste the formula into another program.

A complex element can be nested within another complex element; however, Word will not display the final form of extremely complex formulas.

A formula in its final form cannot be more than a line long, although the formula description can be any length. You can simulate a formula of more than one line by creating two formula descriptions that will be on adjacent lines in final form.

## Building a Formula

When you create a complex formula, you create it part by part. The separate parts for the formula

$$x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

are described below.

The standard format characters:

$$x_{1,2} =$$

The fraction, specified with the F command:

$$x_{1,2} = \backslash F$$

The argument for the numerator of the fraction:

$$x_{1,2} = \backslash F(-b \pm \backslash R(b^2 - 4ac))$$

In the formula above, the numerator includes a square root, which is described with its own command and arguments. The square root command is nested within the fraction command. You enter the  $\pm$  sign by pressing Option-Shift-+.

The second argument for the fraction, the denominator:

$$x_{1,2} = \backslash F(-b \pm \backslash R(b^2 - 4ac), 2a)$$

## Formula Commands and Options

Word's formula commands are listed below, along with available options and a command description.

For those commands that let you specify vertical and horizontal position in points, you enter measurements with integers (shown as *n* below). Optional characters (shown as *c*) are preceded by the formula character (\).

The next section, "Formula Examples," contains examples of how you can combine formula commands to create complex formulas.

### A (Array)

Options: AL, AR, AC, CO*n*, VS*n*, HS*n*

Draws a two-dimensional array using any number of arguments. In a multi-column array, arguments display in order by rows. AL, AR, and AC set alignment within columns to left, right, or center. CO*n* describes how many columns to format (default is one). VS and HS set vertical spacing between lines and horizontal spacing between columns, respectively, at *n* points.

### B (Bracket)

Options: LC\c, RC\c, BC\c

Brackets a single argument in a size appropriate to the argument. The default is parentheses around the argument. LC and RC put characters as high as the argument on either the left or the right side of the argument. BC puts the character on both sides. If the character supplied to BC is a {, [, (, or <, then that character is used on the left, and the corresponding closing character is used on the right; if a character other than these is used, that character is used on both sides.

**D (Displace)**

Options: FOn, BAn, LI

Gives you precise control of where the next character is drawn. FO spaces forward and BA backward by  $n$  points. LI draws a line from the end of the existing character to the beginning of the next. This command doesn't use arguments, but you must enter empty parentheses ( ) following it.

**F (Fraction)**

Creates a fraction with the numerator and denominator centered above and below the division line. This command uses two arguments, the first for the numerator and the second for the denominator.

**I (Integral)**

Options: SU, PR, IN, FC\c, VC\c

Creates an integral, using three arguments. The first argument is the lower limit, the second the upper limit, and the third the integrand. SU changes the operator to a capital sigma, creating a summation. The PR option changes the symbol to a capital pi and creates a product. IN specifies inline format with the limits displayed to the right of the symbol instead of above and below. The FC and VC options allow substitution of any character  $c$  for the operator. FC gives a fixed-height character and VC gives a variable-height character that matches the third argument.

**L (List)**

Uses any number of arguments to create a list of values separated by commas.

**R (Radical)**

Draws a radical, using one or two arguments. A single argument is drawn inside the radical, forming a square root. With two arguments, the first argument (the exponent) is drawn above the radical and the second argument is drawn inside.

## S (Superscript or Subscript)

Options: UP $n$ , DOn

Positions arguments, using one or more arguments. With one argument, UP moves the argument up  $n$  points; DO moves the argument down  $n$  points. Default is up two points. With more than one argument, arguments are stacked and left aligned, as shown below:

$$a_m^n$$

## O (Overstrike)

Options: AL, AR, AC

Overstrikes each successive argument on top of the previous ones. You can use any number of arguments. Each character prints within an invisible character box. Options align the boxes on top of one another. AL aligns the left edges of character boxes and RL aligns the right edges. The default, AC, is centered alignment with character boxes centered on top of one another.

For example, to create  $\emptyset$  you would type:

$$\backslash O(0,/)$$

## X (Box)

Options: TO, BO, LE, RI

Creates a border for a single argument. With no options, this command draws a box around the arguments. TO draws a top border, BO a bottom border, LE a left border, and RI a right border. Options can be combined.



## Formula Examples

The following examples show how you can combine formula commands to create complex formulas.

To create this formula:

$$n^2 \\ \sum_{i=0} \sqrt{i}$$

you type:

`\I\SU(i=0,n\S(2),\R(i))`

To create this formula:

$$\begin{pmatrix} 147 \\ 258 \\ 369 \end{pmatrix} \times \frac{1}{2}$$

you type:

`\B(\A\CO3(1,4,7,2,5,8,3,6,9))\XF(1,2)`

**Note** You can enter the “x” symbol by pressing the x key in Monaco font. You can enter a · or \* centered vertically on a line by pressing Shift-8 or Shift-Option-V in Symbol font.

---

## Full Menus/Short Menus Command

On the Edit menu.

The Full Menus/Short Menus command switches between short and full menu display. Short menus show the commands and dialog box options you use most often for most common word processing tasks. Use full menus when you want access to these additional features:

- Glossaries
- Styles
- Additional kinds of tab stops and spacing options on the ruler
- Split windows
- More than one window for a document
- Mouse shortcuts for moving text, copying text, or formatting
- Additional key combination shortcuts
- Horizontal scrolling
- Adding or subtracting menu commands
- The Insert Graphics command
- The Delete command
- The Preferences command
- Additional character, paragraph, and section formats
- Outlining
- Hyphenation
- Index and table of contents generation
- Math calculations
- Numbering
- Sorting
- Additional options for Save, Page Setup, Footnote, and Open Header/Open Footer commands
- The Symbol font

The first time you start Word, it displays short menus. If you change to full menus, Word remembers and displays full menus the next time you start Word.

**For information on**

Menus  
Commands

**See**

Menus  
Commands  
Topic for specific command



## Glossaries

A glossary stores pieces of text you use frequently. After you store text in a glossary, you can quickly insert it into a document without having to retype it. You can also store graphics in a glossary.

You might use a glossary to store names of organizations, often-used mailing addresses, long proper names, copyright notices, text with unusual formatting, or a company logo, especially if it has graphic elements.

Each piece of text stored in a glossary is called a glossary entry. You give each entry a unique name, usually a descriptive abbreviation that you can recall when you want to insert the glossary entry into your document.

Word is shipped with its default glossary, Standard Glossary, on the Program disk. Word uses this glossary each time you work with a glossary, unless you specify otherwise. The Standard Glossary includes "time" and "date" entries that insert the current time and date into your document. If you save your commonly used glossary entries in the Standard Glossary, they will be immediately available to you when you want to insert glossary entries.

You can create your own glossaries to store text for use with certain groups of documents. For example, you might create a glossary to store text that you use frequently in letters, and another to store long medical or scientific terms. You can also merge glossaries so that a variety of types of entries are available for a document.

When you open another glossary or merge glossaries, the new or merged glossary replaces the Standard Glossary for that session. In the next session, the Standard Glossary will again be the glossary Word uses for any glossary activities.

If you make any changes to a glossary, Word prompts you to save the changes when you quit the Word session. Each new glossary is saved in a separate file.

### **Creating a glossary entry** **(Full Menus)**

- 1 Select the text or graphic you want for the glossary entry, or create it if it doesn't already exist.
- 2 Choose Glossary from the Edit menu.  
New is selected in the list box.
- 3 In the Name text box, type a name for the glossary entry.
- 4 Click the Define button to store the text or graphic as a glossary entry.  
The entry text shows at the bottom of the dialog box. If the text is too long to fit in the allotted space, the start of the text is shown, followed by an ellipsis (...). If the entry is a graphic, a small box is shown at the bottom of the dialog box.

If you choose the Paste command with the Glossary dialog box showing, Word defines the contents of the Clipboard as the glossary entry.

---

**Creating dynamic time and date entries**  
(Full Menus)

Word's time and date glossary entries timestamp or datestamp your document; the time and date do not change after you insert them. You can create dynamic time and date glossary entries that are updated to show the time or date of printing when you print.

- 1 Open a header window and click the time or date icon to insert the dynamic time or date in the window.
- 2 Select the time or date.
- 3 Follow steps 2–4 from the preceding procedure, "Creating a glossary entry," to add the time or date as a glossary entry.

---

**Inserting a glossary entry into a document**  
(Full Menus)

- 1 Position the insertion point where you want the glossary entry to appear, or select the text or graphic you want to replace.
- 2 Choose Glossary from the Edit menu.
- 3 In the list box, select the glossary entry you want to insert.
- 4 Click the Insert button.

If you choose Copy with the Glossary dialog box open, Word copies the contents of the selected entry to the Clipboard.



---

### Inserting a glossary entry with keys (Full Menus)

- 1 Position the insertion point where you want the glossary entry to appear.
- 2 Press Command-Backspace.
- 3 At the Name prompt in the lower-left window border, type the name of the glossary entry you want to insert.
- 4 Press Return to insert the glossary entry into your document.

You can cancel this procedure by pressing Command-. (period) before pressing Return.

---

### Displaying a glossary entry (Full Menus)

- After choosing Glossary, select the name of the glossary entry you want to see from the list box.  
The entry text shows at the bottom of the dialog box. If the text is too long, you can insert it in your document, read it, then use Undo to remove the text if you don't want it. A graphic is represented by a small box.

---

### Changing a glossary entry (Full Menus)

- 1 In a document, select the text or graphic that will replace the existing entry text.
- 2 Choose Glossary from the Edit menu.
- 3 In the list box, select the name of the entry you want to replace.  
The existing text for the entry shows at the bottom of the dialog box. A graphic is represented by a small box.
- 4 Click the Define button.  
The text or graphic selected in the document replaces the existing entry and shows at the bottom of the box.

### Renaming a glossary entry (Full Menus)

- 1 Choose Glossary from the Edit menu.
- 2 In the list box, select the name of the glossary entry you want to rename.
- 3 Type the new glossary entry name in the Name text box.
- 4 Click Define.

### Deleting a glossary entry (Full Menus)

- 1 Choose Glossary from the Edit menu.
  - 2 In the list box, select the glossary entry you want to delete.
  - 3 Choose Cut from the Edit menu.
- Word asks you to confirm that you want to delete the glossary entry. The deleted entry is stored on the Clipboard.

### Closing the Glossary dialog box (Full Menus)

- Click the Cancel button, or click in the document window.

**Note** Clicking the Cancel button does not discard the entry you've created or any work you've done.

---

### **Creating your own glossary**

**(Full Menus)**

- ☐ 1 Choose Glossary from the Edit menu.
- ☐ 2 Choose New from the File menu to clear all Standard Glossary entries from the list box except "date" and "time."
- ☐ 3 Create as many glossary entries as you like.
- ☐ 4 Choose Save As from the File menu.
- ☐ 5 In the Save Current Glossary As box, type a name for the glossary.
- ☐ 6 Click the Save button.

The glossary you save is stored in a separate file.

---

### **Saving a glossary**

**(Full Menus)**

When you quit Word and have made changes to a glossary, created a new glossary, or merged glossaries, Word displays the Save As dialog box so you can save the changes.

- ☐ If you've made changes only to the Standard Glossary, accept Word's proposed response of Standard Glossary as the glossary name in the Save Current Glossary As box. If you've used New or Open, type a name for a new glossary in the Save Current Glossary As box, or type the name of an existing glossary you want to update.

---

### Opening a glossary other than Standard Glossary (Full Menus)

- 1 Choose Glossary from the Edit menu.
- 2 With the Glossary dialog box displayed, use File menu commands to merge a glossary with the current glossary, or use the glossary by itself:  
To merge the glossary with the current glossary, choose Open, then choose the glossary you want to open from the list of glossaries in the Open list box.  
To open a glossary by itself, choose New to clear all entries except the standard "time" and "date" entries, then choose Open to open the new glossary.

If you merge a glossary with the Standard Glossary and both glossaries have an entry with the same name, Word uses the text from the glossary you merged for that name.

---

### Printing a glossary (Full Menus)

- With the Glossary dialog box open, choose Print from the File menu.  
Word prints the contents of the current glossary, with glossary names bold and left-aligned, and the text indented half an inch. Any glossary entry that has been formatted with indents prints with those indents added to the half inch.

**For information on**  
Adding glossary entries to menus

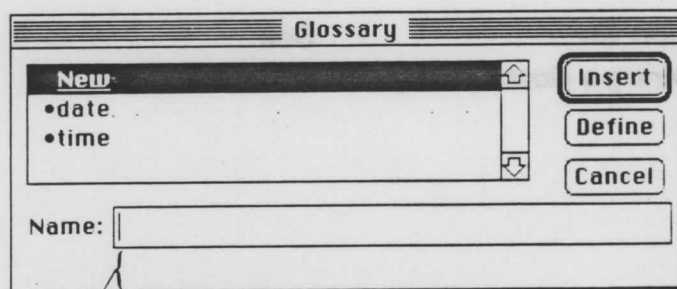
**See**  
Menus

## Glossary Command

On the Edit menu (Full menus only).

The Glossary command opens the Glossary dialog box so you can add and name an entry for a glossary, change the name or contents of an existing glossary entry, insert an entry from the glossary into your document, or delete an entry.

If you remember the name for an entry, it is more convenient to insert the entry into your document with keys.



*Glossary entry display area*

**List box** Lists New, which you use to create a new entry, and then the names of other existing entries in alphabetical order. Word includes “date” and “time” entries that insert the current date and time. These entries are preceded by bullets to mark them as standard entries.

**Name** Displays the selected glossary entry name for editing. When New is selected, names a new glossary. You cannot edit the glossary names “date” and “time.”



**Glossary entry display area** Displays the contents of the selected glossary entry. If the entry is too long to fit in this area, Word ends the displayed entry with an ellipsis (...) to show that there is more in the entry. A graphic is represented by a small box.

**Insert** Inserts the glossary entry selected in the list box into your document at the insertion point, or replaces a selection.

**Define** Adds the selected text or graphic in your document to the glossary after you name it. If you don't name the glossary entry, Word assigns "Unnamed 1," "Unnamed 2," etc., as entry names.

**Cancel** Closes the dialog box but does not discard any changes you've made.

**For information on**

Glossaries, inserting a glossary entry with keys

**See**

Glossaries

## Go To Command

On the Search menu.

The Go To command displays a specific page within a document. You can only use Go To with a document that has been printed or repaginated.

Go To

Page Number: 1

OK

Cancel

**Page Number** Specifies the page number Word will scroll to when the command is carried out. For documents having sections with different page numbering schemes, Word needs the page and section number. For example, if you typed *P23S2* in this text box, Word would go to page 23 in section 2.

If you type a number greater than the number of the last page, Word scrolls to the last page in the document.

---

## Graphics

You can paste graphics from other Macintosh graphics programs into Word documents. After you paste graphics into Word, you can size them to fit your needs.

Word considers a graphic to be a single character. Like other characters, graphics can be selected, cut, copied, or pasted. You can also add bold, shadow, underline, and outline formats to the graphic frame for emphasis. In addition, you can offset a graphic from the baseline using the superscript and subscript options in the Character dialog box. If line spacing is Auto, a tall graphic will cause large line space for that line, just as a letter with a large font size does.

With the Insert Graphics command, you can paste a blank frame into a document. The frame, which you can size like any other graphic, reserves blank space in your printed document for pasting a graphic from the Clipboard, for later paste up, or to define an area to draw in with PostScript commands.

Word outlines a blank frame with a dotted line when Show ¶ is on. With Hide ¶, the frame is invisible unless you click it to select it.

If you want to add text to a graphic, you can make the graphic a paragraph, then use the Side-by-Side option to superimpose text on it.

You can also "take a picture of text," making the text into a graphic. This is useful for the final form of formulas, which can't otherwise be moved to another program. If you want to elongate or compress characters, you make a character selection into a graphic, then size the graphic to get the effect you want (see "Sizing a graphic," later in this topic).

### **Pasting a graphic**

- 1 After creating a graphic in a graphics program, copy it to the Clipboard.
- 2 Quit the graphics program and start Word. Or use Switcher to switch to Word.
- 3 Position the insertion point where you want to insert the graphic.  
In most cases, you'll want to position the insertion point at the beginning of a line so that the graphic will be flush with the left indent and not preceded by text.
- 4 Choose Paste to paste the graphic from the Clipboard into Word.

If you use Switcher, turn on the Always Convert Clipboard option in Switcher's Options dialog box so that Word can find the copied graphic on the Clipboard.

### **Selecting a graphic in Word**

- Click in the graphic to select it.  
To remove the selection, click outside the graphic.

You select a very small graphic by dragging across it. You can select a graphic and surrounding text by dragging across everything you want to select.

## Sizing a graphic

- 1 Select the graphic by clicking it.
- 2 To scale the graphic as you size its frame, hold down Shift and drag one of the black boxes on the frame.

To size the frame without scaling the graphic, drag one of the handles without pressing Shift. If you do this with a graphic that has already been scaled, it returns to its original unscaled size within the frame.

The bottom frame handle lengthens the frame and the right handle widens it. If you drag the corner handle, Word sizes the frame, maintaining its original proportions.

When you change the frame size, Word centers the graphic unless the frame is too small, in which case a portion of the graphic shows in the frame.

Word shows the length or width of a frame in the lower-left corner of the window when you drag the appropriate handle. Word shows the percentage of change if you drag the corner handle.

To expand a frame beyond the window border, drag the frame to the window border, then scroll, keeping the frame in the window. You can then drag the frame again until it's the size you want.

If you double-click a selected graphic, Word shrinks the frame to the smallest size that holds the graphic.

---

### **Converting text to a graphic** (Full Menus)

- 1 Select the text you want to make into a graphic.
- 2 Press Command-Option-D to copy the text to the Clipboard as a graphic.

Once the text is converted to a graphic and copied to the Clipboard, you can paste it into Word and size it, or paste it into another program.

---

### **Moving graphics with QuickSwitch** (Full Menus)

If you are using the Switcher shipped with Word (or any Switcher version 5.1 or higher), you can use QuickSwitch to quickly move a graphic that you've already pasted into Word to MacPaint or MacDraw, revise it, and move it back to Word. Make sure you start MacPaint or MacDraw before you move the graphic.

- 1 Select the graphic in Word.
- 2 Press Command-, (comma) to move to the graphics program and paste the graphic in the program window.
- 3 After completing your work in the graphics program, press Command-, (comma) again to return to Word with the revised graphic pasted in place.

The graphic has any Word formatting applied to the earlier version.

Word only recognizes the part of the window where the graphic is first placed. To ensure that the entire graphic is returned to Word, you should not move or resize the graphic in the graphics program window.

To return to Word without changing the original graphic in Word, click the Switcher icon or press Command-] or Command-[.



## **Adding text to a graphic** (Full Menus)

- 1 Make the graphic a paragraph by positioning the insertion point to the right of the graphic and pressing Return.
- 2 Select the paragraph(s) of text that you want to add to the graphic. These should follow immediately after the graphic.
- 3 Use the ruler to make the left indent of the paragraph greater than the right indent of the graphic paragraph.  
If the left indent of the text paragraph is less than the right indent of the graphic paragraph, the text will be superimposed. If the left indent of the text is greater than the right indent of the graphic, the text will print to the right of the graphic.
- 4 Select the graphic and text paragraph(s).
- 5 Choose Paragraph from the Format menu and turn on the Side-by-Side option.

When you print or use Page Preview, Word adds the text to the graphic.

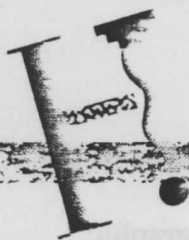
The left indent of the text controls where it is positioned horizontally on the graphic. You can control the text's vertical position by adding space above it.

### **For information on**

Aligning paragraphs side by side  
Creating lines and paragraph borders  
Using Switcher or QuickSwitch

### **See**

Columns  
Borders  
Forms  
Appendix C, "Using Word with Other Programs"



## Headers and Footers

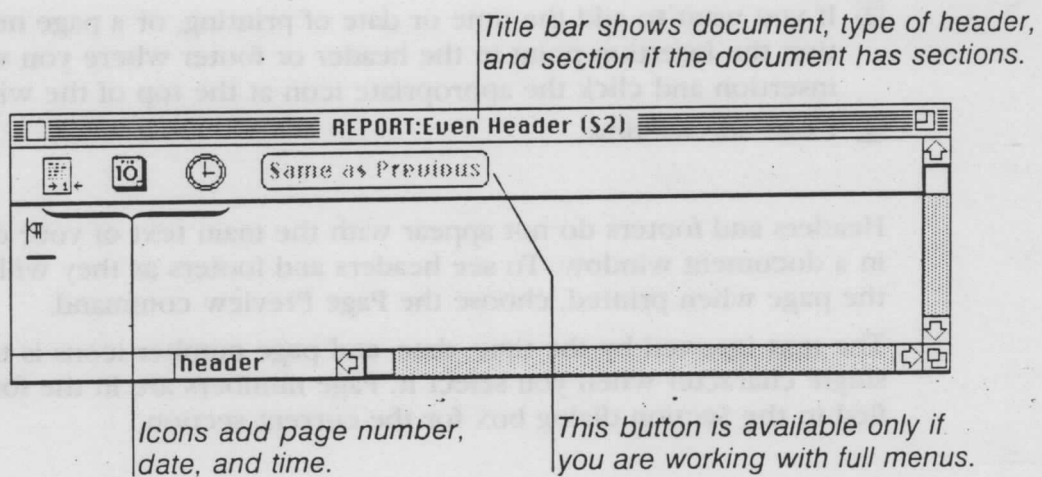
A header is text that appears in the top margin of each page of a document or section. A footer appears in the bottom margin. Headers and footers are often used to echo the name of a document or chapter.

Each section in a document can have its own set of headers and footers. Your document can have different headers or footers for odd and even pages. You can also have a unique header or footer on the first page or on the first page of each section. Or, you can prevent a header or footer from printing on the first page.

You can create multiple-paragraph headers and footers and format them however you like. If a header or footer is too long to fit in a top or bottom margin, Word increases the size of the margin to accommodate the header or footer.

Word is preset to print the top of the first line of a header half an inch from the top of the page and to print the bottom of the last line of a footer half an inch from the bottom of the page. You can adjust the vertical position of headers and footers.

When you choose a header or footer command, Word opens a window for you to type or edit the text. The window has icons you can use to insert page numbers, or the current date or time, into the header or footer. Page numbers can be in any of Word's page numbering formats.



Once you specify a header or footer, Word uses the same header or footer for every following section. If you want different headers or footers, you can edit them in each new section.

When you open a header or footer window using full menus, a Same as Previous button appears with the icons at the top of the window. If this button is dimmed, it means that text in the window is the same as the header or footer text in the previous section. If the button is outlined, the header or footer text is different from the previous section's header or footer. Clicking the button replaces the text in the window with the previous section's header or footer text.

### **Adding headers or footers**

- 1 Choose Open Header or Open Footer from the Document menu.
- 2 Type the header or footer text in the window and apply any character or paragraph formats.
- 3 If you want to add the time or date of printing, or a page number, position the insertion point in the header or footer where you want the insertion and click the appropriate icon at the top of the window.
- 4 Close the window.

Headers and footers do not appear with the main text of your document in a document window. To see headers and footers as they will appear on the page when printed, choose the Page Preview command.

The text inserted by the time, date, and page number icons is treated as a single character when you select it. Page numbers are in the format specified in the Section dialog box for the current section.

### **Positioning headers and footers vertically (Full Menus)**

- 1 After adding a header or footer, choose Section from the Format menu.
- 2 Under Header/Footer, type the distance from the top of the page to the top of the header in the From Top box, or type the distance from the bottom of the page to the bottom of the footer in the From Bottom box.

You can also use Page Preview to vertically position headers and footers.

If you have more than one section in your document, you need to change the header or footer position for each section.

If you want to print a header or footer in the text area (for example, if you want to print a logo down the right-hand side of every page), type - (minus) in front of the top or bottom margin measurement in the Page Setup dialog box. Despite the negative margin measurement, the margin stays the same. Word does not change the margin to accommodate the long header or footer as it normally would, but will print the header or footer in the text area.

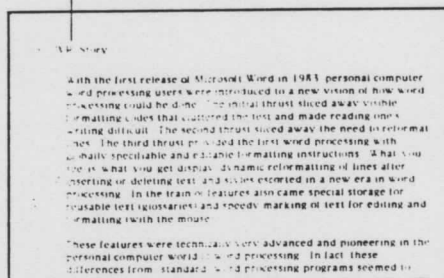
You can also use Page Preview to print a header or footer in the text area. Hold down Shift and drag the header or footer into the text area.

## Positioning headers and footers horizontally

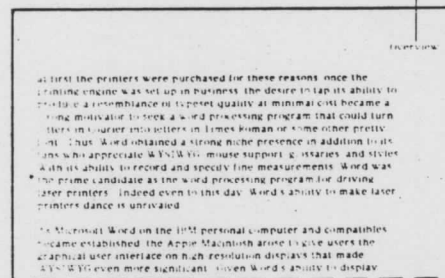
- 1 Select the header or footer paragraph(s).
- 2 Choose Paragraph from the Format menu, or choose Show Ruler.
- 3 Use the ruler in the header or footer window to indent the header or footer to the position you want.

To print headers or footers in the corners of the page — those areas where the top and bottom margins intersect with the left and right margins — use negative indents.

*Negative left indent positions  
header in left margin.*



*Right indent positions  
header in right margin.*





---

### **Adding a different first page header or footer** (Full Menus)

- 1 Choose Section from the Format menu and turn on the First Page Special option.
- 2 Choose Open First Header or Open First Footer from the Document menu and type the header or footer in the window.

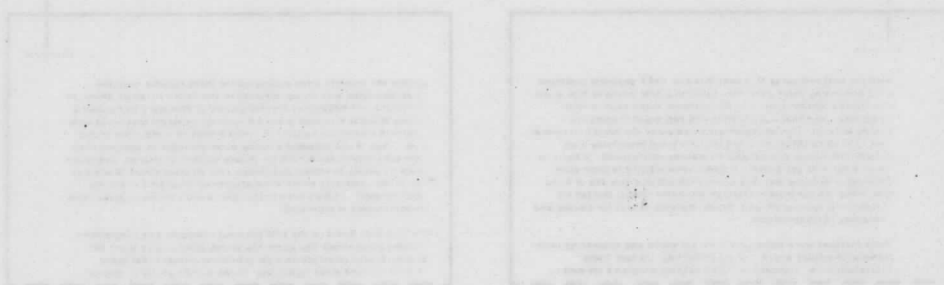
---

### **Adding separate headers or footers for facing pages** (Full Menus)

- 1 Choose Page Setup from the File menu and turn on the Facing Pages option.
- 2 Choose Open Even Header or Open Even Footer and type the header or footer in the window. Then choose Open Odd Header or Open Odd Footer and type that header or footer.

The odd header or footer window will contain the even header or footer text, which you can change or accept.

**Note** If you turn off the Facing Pages option, Word discards any even headers or footers.



---

## Editing or deleting a header or footer

- 1 Choose the header or footer command for the header or footer you want to edit.  
If you have a multi-section document with different headers or footers, make sure the insertion point is in the appropriate section.
- 2 Edit the text in the window as you would any other text.  
To remove the header or footer for the current section (or for the document if there is only one section), delete all the text.

If you have a multi-section document and all sections have the same header and footer, edit the header or footer text in the first section. Word adjusts the text for the remaining sections.

### For information on

Indenting paragraphs  
Vertically positioning headers and footers with Page Preview

### See

Indenting Paragraphs  
Page Layout

## Help

For information about a command or task, you can use Word's online help to get information quickly.

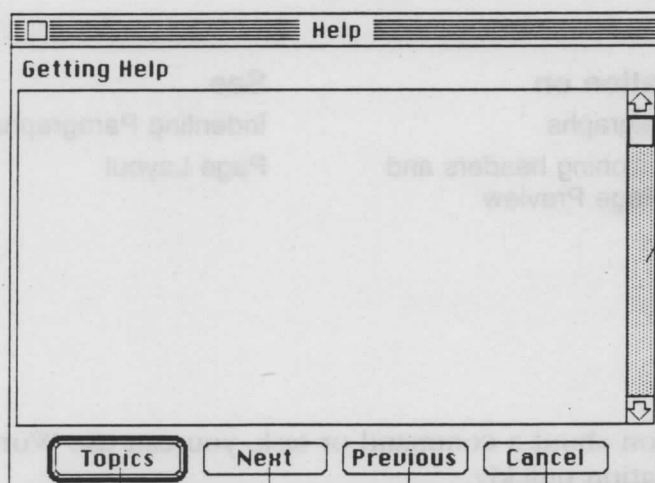
There are two ways to get help:

- Choose the About Microsoft Word command, then choose from a list of help topics.
- Press Command-? to go straight to the help topic you want.

## Using the About Microsoft Word command

- 1 Choose About Microsoft Word from the Apple menu.
- 2 Click the Help button.
- 3 Select the topic you want in the list box.
- 4 Click the Help button.
- 5 When you finish reading a topic, use the buttons to get to other parts of the help file for information you need:

*If the information won't fit in one window, the window has a scroll bar.*



*Click to return to your work.*

*Click to go to previous help topic.*

*Click to go to next help topic.*

*Click to see list of help topics.*

If you choose the command and see the dialog box that says "Please Locate the Help File":

- 1 Click Drive.
- 2 If necessary, eject one of the disks and insert the disk containing the help document (Word Help).
- 3 Click the Open button when you see "Word Help" selected in the list box.
- 4 Continue as described in steps 3–5 of the preceding procedure.

---

### Getting help on a command or dialog box

- 1 Press Command-?  
The mouse pointer changes to a question mark. If you have a dialog box on the screen, Word takes you directly to the appropriate help information.
- 2 Choose the command you want information on.

You can also open the Word help document from the Finder; just double-click to open it as you would any other document.

#### For information on

Opening the help document from the Finder

#### See

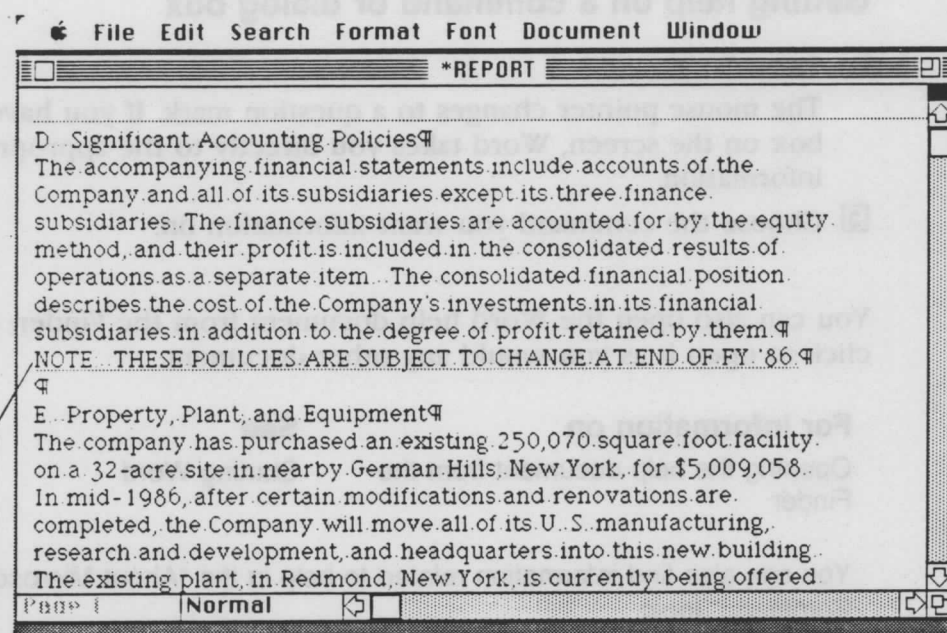
Starting Word

You can also find information related to help in the "About Microsoft Word Command" topic.

## Hidden Text

Hidden text is text you don't want to print in the final version of your document. You must use hidden text to designate codes for entries in tables of contents and indexes, to embed PostScript commands in a Word document, or to insert characters for QuickSwitch. You can also use hidden text to put notes to yourself in a document.

To format text as hidden text, you use the Character command. Then you can either display or hide the text. Word displays hidden text with a dotted underline.



*The note is typed in hidden text.*

You should hide text formatted as hidden when you are ready to repaginate or hyphenate a document, or preview page breaks with the Page Preview command. That way, hidden text won't affect pagination.



### **Creating hidden text (Full Menus)**

- 1 Select the text.
- 2 Choose Character from the Format menu and turn on the Hidden format.

You can also press Command-Shift-X to format selected text as hidden text, or to change between hidden format and normal text format as you type.

### **Hiding or displaying hidden text (Full Menus)**

- To hide text formatted as hidden, choose Preferences from the Edit menu and turn off the Show Hidden Text option.
- To display hidden text, choose Preferences from the Edit menu and turn on the Show Hidden Text option.

### **Printing hidden text (Full Menus)**

- 1 Choose Print from the File menu.
- 2 Turn on the Print Hidden Text option.

This prints all hidden text, whether or not it is displayed.

#### **For information on**

Using hidden text in an index  
Using hidden text in a table of contents  
Using PostScript commands

#### **See**



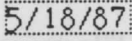


Indexing  
Table of Contents  
PostScript

## Hide ¶/Show ¶ Command

On the Edit menu.

The Hide ¶/Show ¶ command hides or displays the symbols Word uses to represent paragraph marks, tab marks, and other characters that perform special functions in Word.

When you first start Word, Hide ¶ is in effect. Hide ¶/Show ¶ affects the following symbols:

Paragraph mark	¶
End-of-line mark	↵
Normal space	.....
Nonbreaking space	~~~~~
Tab mark	►
Normal hyphen	----
Nonbreaking hyphen	≈ ≈ ≈ ≈ ≈
Optional hyphen	-----
Formula character	\\\\\\
Graphic	
Page number	
Date	
Time	
Auto-numbered footnote reference mark	

You can move, copy, delete, and search for these characters as you would any others. If you have formulas in your document, Show ¶ displays the formula descriptions; Hide ¶ displays the formulas in their final form.

### For information on

Searching for special characters  
Creating mathematical formulas

### See

Finding and Changing  
Formulas

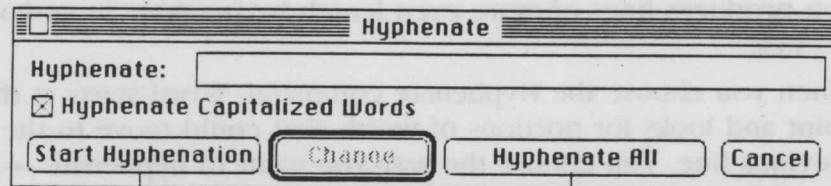
## Hide Ruler Command

See "Show Ruler/Hide Ruler Command."

## Hyphenate Command

On the Document menu (Full menus only).

The Hyphenate command hyphenates words to improve the appearance of your document. You can have Word hyphenate the entire document, or just the selected text.



*Becomes No Change button  
after hyphenation begins*

*Becomes Hyphenate Selection  
when text is selected in the  
document*

**Hyphenate** Displays words broken into syllables with the proposed hyphen selected. You can choose another hyphenation point by clicking on another hyphen or between any two letters.

**Hyphenate Capitalized Words** Hyphenates capitalized words (proper names, for example) in addition to lowercase ones.

**Start Hyphenation** Starts hyphenation at the beginning of the selection or at the insertion point. Once hyphenation begins, the No Change button replaces Start Hyphenation.

**No Change** Skips the displayed word and displays the next word with proposed hyphenation.

**Change** Hyphenates the word as displayed in the Hyphenate box. Word then displays the next word with proposed hyphenation.

**Hyphenate All** Automatically hyphenates all appropriate words in the entire document.

**Hyphenate Selection** Automatically hyphenates all appropriate words in the selection. Appears if you have a selection when you choose the Hyphenate command.

## Hyphenating

Hyphenating words in your document enhances the attractiveness of your document, especially if you're using columns or justified text. Hyphenation produces lines of more even length by breaking long words at ends of lines.

When you choose the Hyphenate command, Word starts at the insertion point and looks for portions of words that could move to the end of the previous line. You choose the way you want to hyphenate — automatically or confirming each hyphenation.

If you select a word in your document before choosing Hyphenate, Word displays the word in hyphenated form even if it is not at a line break.

Word recognizes three types of hyphens:

Normal	Always visible; Word breaks at a normal hyphen if it's at the end of a line. Use for hyphens you want always to appear; for example, "long-range."
Nonbreaking	Always visible; Word never breaks at this hyphen. Use when you don't want the hyphen and word to be separated; for example, "Stratford-on-Avon."
Optional	Visible only when Show ¶ is on, or if the hyphen occurs at a line break. Word uses this hyphen to hyphenate automatically. You can use this hyphen to mark hyphenation points you want in your document.

## Typing hyphens (Full Menus)

While you are typing your document, enter any normal or nonbreaking hyphens you want. You can also enter optional hyphens if you like; ordinarily Word inserts these during hyphenation.

To get	Press	Show ¶ displays
Normal hyphen	-	-
Nonbreaking hyphen	Command-~	~
Optional hyphen	Command--	-

## Hyphenating automatically (Full Menus)

- 1 Position the insertion point where you want hyphenation to start, or select the text you want to hyphenate.
- 2 Choose Hyphenate from the Document menu.
- 3 Click the Hyphenate All button; or if you're hyphenating a selection, click the Hyphenate Selection button.

Word inserts optional hyphens at hyphenation points.

You can undo automatic hyphenation with the Undo command, if you choose Undo as your first action after hyphenating. If you change margins or edit the document extensively, you should hyphenate the document again.



### Confirming hyphenation (Full Menus)

- 1 Position the insertion point where you want hyphenation to start, or select the text you want to hyphenate.
- 2 Choose Hyphenate from the Document menu.
- 3 Click the Start Hyphenation button.
- 4 Word displays the first word for hyphenation:
  - To skip this word and go to the next, click the No Change button.
  - To accept the proposed hyphenation, click the Change button.
  - To change the proposed hyphen position, point where you want the hyphen in the Hyphenate text box and click; then click the Change button.
- 5 Repeat these steps for each hyphenation until Word reaches the end of the document.
  - Word displays the message "Continue from beginning of document?"
- 6 To go to the beginning of the document and continue hyphenating, click OK.
  - To cancel the Hyphenate command and go back to the document, click Cancel.

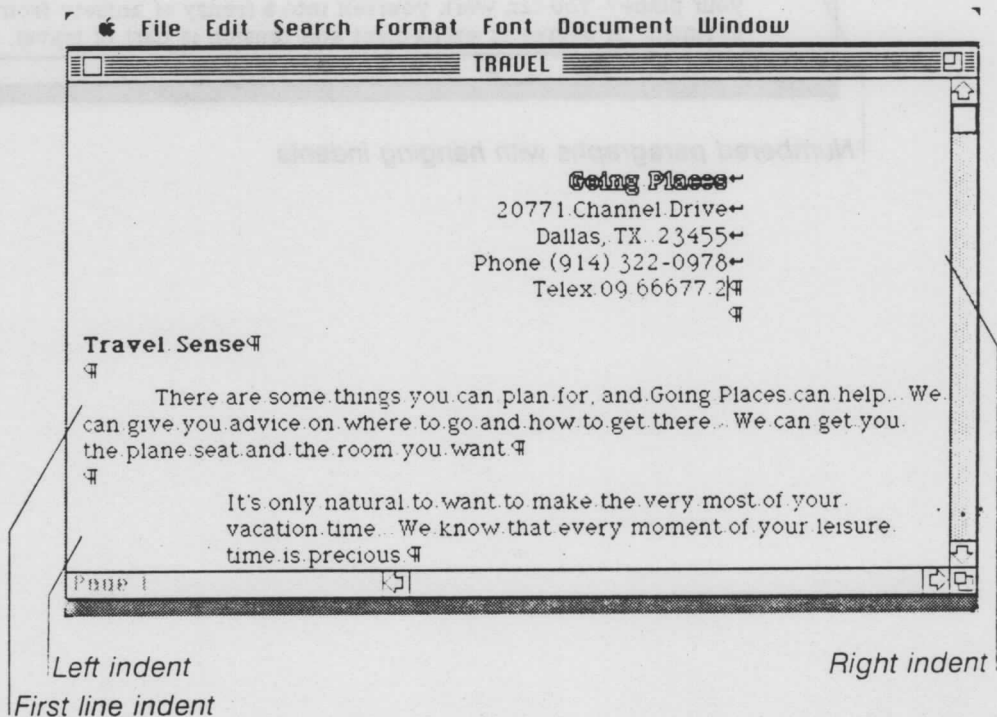


## Indenting Paragraphs

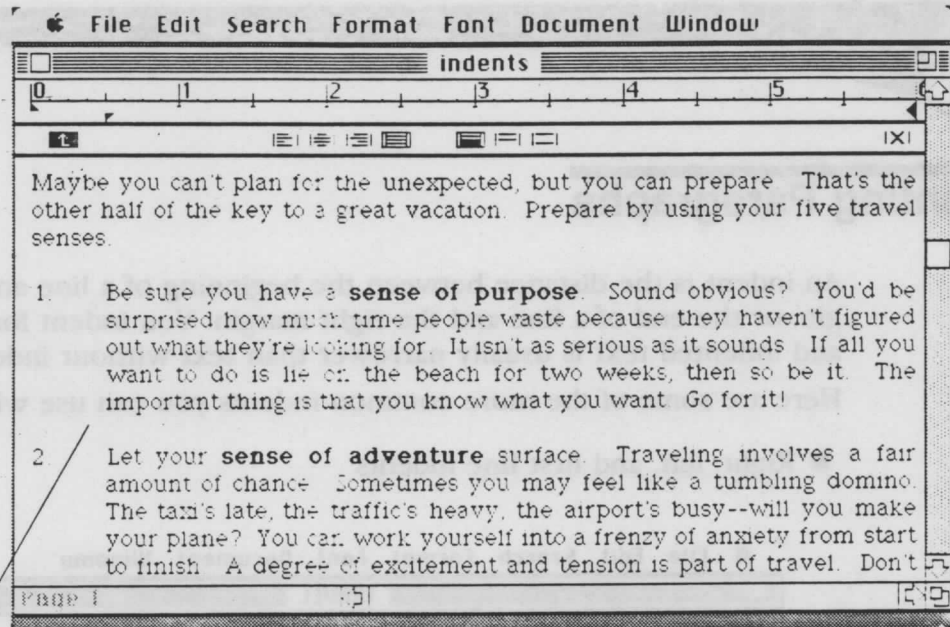
An indent is the distance between the beginning of a line and the left margin, or the end of a line and the right margin. You indent for emphasis, and indented text is usually narrower than text without indents.

Here are some of the more common indents you can use with Word:

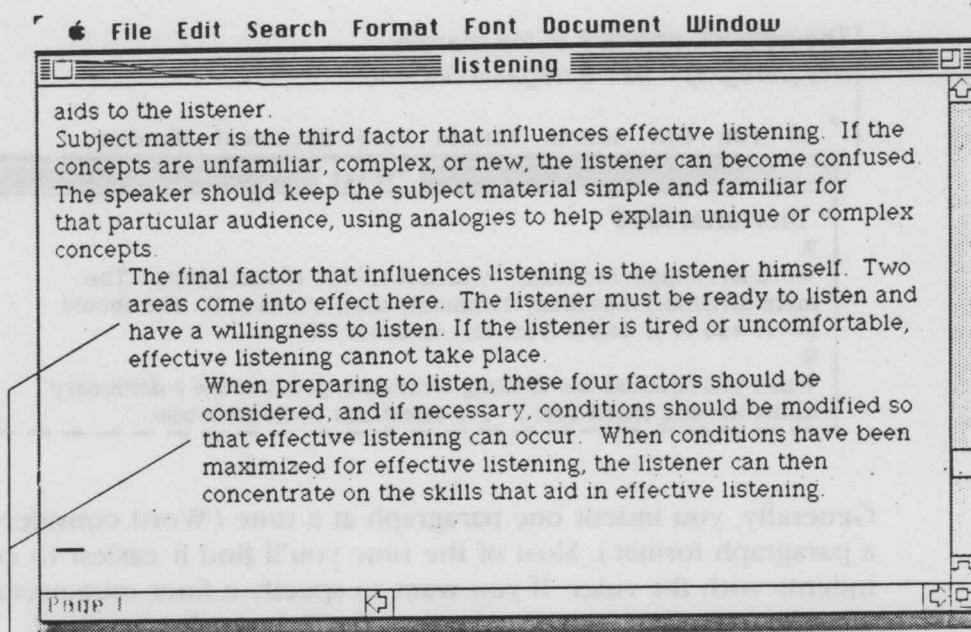
- Right, left, and first line indents



## ■ Hanging indents

*Numbered paragraphs with hanging indents*

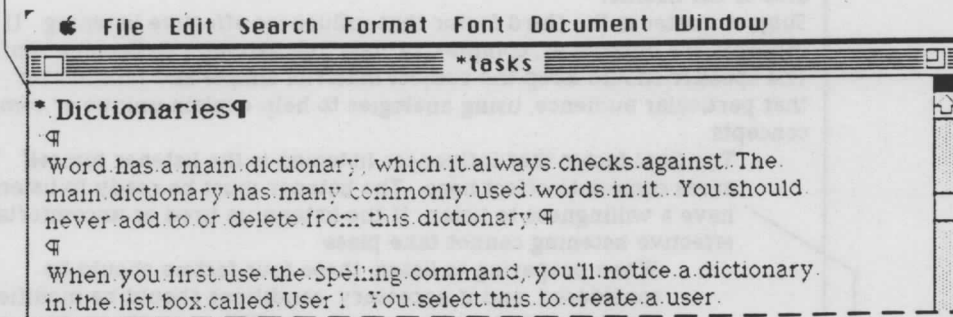
■ Nested indents



Nested indents

- Negative indents — when a paragraph extends into the left or right margin.

*The asterisk appears in the margin;  
this paragraph has a negative indent.*



Generally, you indent one paragraph at a time (Word considers the indent a paragraph format). Most of the time you'll find it easiest to control indents with the ruler. If you want to specify a finer measurement than you can achieve with the ruler, use the Paragraph command.



## Indenting with the ruler

- 1 Select the paragraph(s) you want to indent.
- 2 Choose Show Ruler from the Edit menu.
- 3 Drag the indent markers to the position you want:

To indent the entire paragraph from the left margin, drag the bottom triangle from the left end of the ruler toward the right. The first indent marker will move with it.

To indent first lines only, drag the top triangle from the left end of the ruler toward the right.

To indent paragraphs from the right margin, drag the large triangle from the right end of the ruler toward the left.

To set a left negative indent (full menus only) for the left margin, hold down the Shift key while clicking the left scroll arrow. When the document is scrolled far enough past 0 on the ruler, drag the left indent marker to where you want the indent. To set a negative indent for the right margin, just drag the right indent marker to the right.

When you set a left or first line indent, Word removes default tab stops to the left of the indent and inserts a tab stop at the indent.

The first line indent is measured relative to the left indent; moving the left indent moves the first line indent and maintains their relative offset, unless you press Shift before you drag. You can move the first line indent independently without pressing Shift.

## Creating a hanging indent

- Hold down the Shift key and drag the bottom triangle from the left end of the ruler toward the right. Or press Command-Shift-T.

Pressing Command-Shift-T places the hanging indent at the first default tab stop if no other indent is specified.

## Indenting with the Paragraph command (Full Menus)

- 1 Select the paragraph(s) you want to indent.
- 2 Choose Paragraph from the Format menu.
- 3 Click on the indent marker for the indent you want to change.  
The name of the marker you clicked appears next to the first text box in the Paragraph dialog box.
- 4 Type a measurement in the text box (up to five decimal places).

## Creating a nested indent with keys (Full Menus)

With Word you can “nest” indents—that is, indent successive paragraphs by incremental amounts. The amount is equal to the default tab stops, which are initially set at every half inch. You can change tab stops with the Page Setup command.

- 1 Select the paragraph(s) you want to have a nested indent.
- 2 Press Command-Shift-N.

Word indents the selected paragraphs a half inch from their previous positions.

Press Command-Shift-M to unnest the indent—that is, to move the indent out toward the left margin by an increment equal to the default tab stops.

### For information on

Formatting paragraphs and setting  
indents with the Paragraph command  
Using a hanging indent in a list  
Typing measurements  
Setting margins  
The ruler

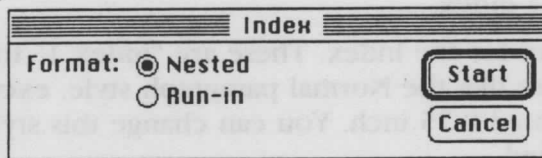
### See

Paragraph Command  
Lists  
Measures  
Preferences Command  
Margins  
Show Ruler/Hide Ruler Command

## Index Command

On the Document menu (Full menus only).

The Index command compiles index entries into an index and puts the index at the end of the document.



**Format** Controls how the index entries will appear.

- |        |   |
|--------|---|
| Nested | Subentries appear below and indented to the right of your main entry.                                       |
| Run-in | Subentries continue on the same line as your main entry. All entries have the same style as the main entry. |

**For information on**  
Indexing procedures

**See**  
Indexing

## Indexing

To create an index, you use index codes to designate index entries and format the codes as hidden text. When you choose the Index command, Word compiles the entries, adds their page reference numbers, alphabetizes, merges duplicate entries, and deletes duplicate page references for one entry. Word puts the index at the end of the document and inserts a section mark before the index.

Word has automatic styles for the index. These are "index 1" through "index 7." Index styles are like the Normal paragraph style, except each succeeding level is indented 0.25 inch. You can change this style with the Define Styles command.

### Designating index entries (Full Menus)

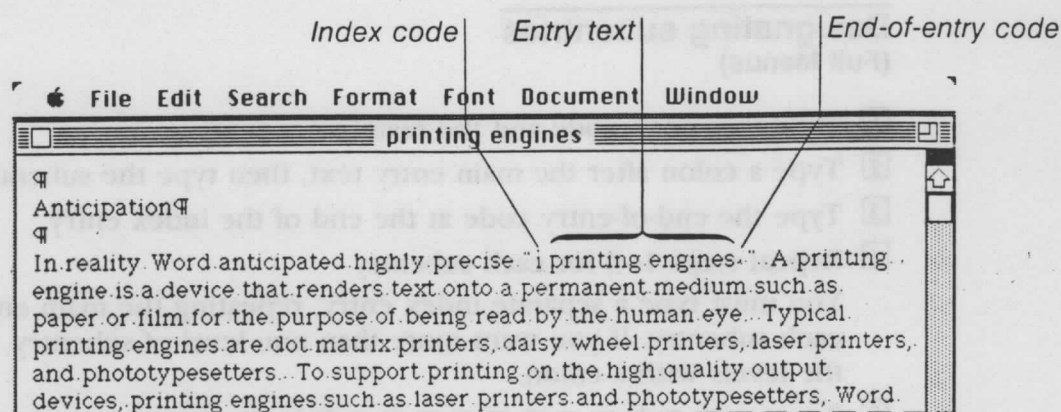
An index entry has three parts:

- Index code — *.i*
- Index entry — text that will appear in the index.
- End-of-entry code — semicolon, end-of-line mark, or paragraph mark.

You must format the index code as hidden text. If you use a semicolon as an end-of-entry code, format it as hidden text, too.

An index entry can be part of your document text; in that case, you do not format the entry as hidden text. However, if you type an index entry (or part of an entry) that is not part of the document text, you need to format entry text as hidden text.

- 1 Type *.i* in front of the entry text.
- 2 End the entry with a semicolon, end-of-line mark, or paragraph mark.
- 3 Format the *.i* code, semicolon end-of-entry code, and any other portions of the entry that you don't want to see in the final document, as hidden text. Use the Character command, or press Command-Shift-X.
- 4 Repeat steps 1–3 for each index entry.



You can create a glossary entry that includes the index code formatted as hidden text. For example, you could type the .i. code and format it as hidden text, then define it as a glossary entry named "i". When you want to designate index entries, you can insert the glossary entry in front of the index entry text.

If you are inserting codes all in one pass (and not writing or editing text at the same time), you can copy the index code to the Clipboard, then use Paste to insert it into your document wherever you need it. After you copy and paste once, press Command-A to repeat the insertion.

If you use semicolons as end-of-entry codes, you need to add them separately, formatted as hidden text.



### Designating subentries (Full Menus)

- 1 Type the index code and the main entry text.
- 2 Type a colon after the main entry text, then type the subentry text.
- 3 Type the end-of-entry code at the end of the index entry.
- 4 Repeat steps 1–3 for each subentry.  
You must type a separate index entry, repeating the main entry, for each subentry. If you want more than one level of subentry, separate the levels with a colon.
- 5 Format the colons, and other parts of the entry text you don't want to see, as hidden text.

Word sorts subentries alphabetically.

### Examples

For this entry	Type
Bodies of Water 4	<i>.i.Bodies of Water;</i>
Bodies of Water	<i>.i.Bodies of Water:Lakes;</i>
Lakes 7	<i>.i.Bodies of Water:Rivers;</i>
Rivers 4	
Bodies of Water	<i>.i.Bodies of Water:Rivers:Mississippi;</i>
Rivers	
Mississippi 4	

## Fine-tuning your index entries (Full Menus)

There are several characters you can use to refine the appearance of your index. You use these characters when designating index entries.

To	Type	Where
Make the reference number bold	<i>B</i> or <i>b</i>	After the "i" in the index code
Make the reference number italic	<i>I</i> or <i>i</i>	After the "i" in the index code
Show the start and end of a topic that extends over several pages	( and )	After the "i" in the starting index code; and after the "i" in the ending index code
Use text instead of a page reference number	#(text)	After the index entry

## Examples

For this entry	Type
Bodies of Water 4	<i>.iB.Bodies of Water;</i>
Bodies of Water 4	<i>.ii.Bodies of Water;</i>
Bodies of Water Rivers 4-6	<i>.i(.Bodies of Water:Rivers;</i> at the first occurrence of the topic on p.4 and <i>.i).Bodies of Water:Rivers;</i> at the last occurrence, on p. 6.
Bodies of Water (See lakes)	<i>.i.Bodies of Water#(See lakes);.</i>

## Compiling the index (Full Menus)

1 Choose Index from the Document menu.

2 Select the format you want:

■ Nested format:

Dressage

American Saddlebred 77

Hanoverian 92

Thoroughbred 177-80

■ Run-in format:

Dressage: American Saddlebred, 77; Hanoverian, 92;

Thoroughbred, 177-80

3 Click the Start button.

If another index exists, Word asks if you want to replace it. If you click No, Word puts the new index at the end of the document. If you click Yes, Word replaces the index at its current location. If you move the index to another location in the document, Word always updates the index in its current location.

For long documents you've divided into several documents, you can specify the next document in the sequence using the Next File box in the Page Setup dialog box. Word will compile an index for all the documents and insert it at the end of the last document in the sequence.

### For information on

Using hidden text

Using a glossary

Using the Next File box in Page Setup to create an index for a series of documents

### See

Hidden Text

Preferences Command

Glossaries

Long Documents

## Insert Graphics Command

On the Edit menu (Full menus only).

The Insert Graphics command pastes an empty graphics frame in front of the insertion point in your document. If you make a selection and choose Insert Graphics, the frame replaces the selection. Word treats the graphics frame as a single character.

### For information on

Inserting and manipulating graphics

Using Switcher

### See

Graphics

Appendix C, "Using Word with Other Programs"

## Italic Command

On the Format menu.

The Italic command makes the selected characters italic or removes the italic format if the characters are already italic.

*This text is italic.*

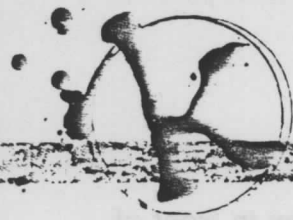
### For information on

Formatting characters

### See

Character Command

Character Formatting



## Keyboard

You don't have to use the mouse to use Word; all commands and operations are accessible with keys or key combinations — two or more keys pressed at the same time. Once you learn the keys, the keyboard can be the fastest way to do many operations.

Descriptions of keys and key combinations are grouped as follows to help you learn the key actions more quickly:

- Typing and special keys
- Menus
- Commands
- Dialog boxes
- Moving the insertion point and selecting
- Editing
- Character formatting
- Paragraph formatting
- Outlining keys
- Switcher keys
- Mouse and command modifier keys

**Note** The descriptions of the keyboard found under this topic apply to the Macintosh Plus keyboard. If you have an original Macintosh keyboard, refer to Appendix B, "The Original Keyboard," for the list of keys and the tasks they perform.

Each type of key combination relates to a group of actions, as described in the following table:

Key combination	Type of action
Typing or special keys	Insert character.
Shift	Inserts uppercase character with typing keys. Selects text with scrolling keys.
Option	Inserts alternate characters and symbols. Keycaps command on Apple menu displays these.
Command	Chooses a command, usually a menu command. (There are keyboard commands without menu equivalents.)
Clear (on keypad)	Alternates keypad between numeric keypad and editing keys that move the insertion point. This is sometimes called "number lock." Typing on the numeric keypad inserts numbers and symbols shown on the keys. An "N" appears at the right end of the menu bar to indicate that the keypad inserts numbers.
Command-Option	Edits text (for example, scrolling and deleting).
Command-Shift	Formats text (for example, bold characters or centered paragraphs).



Knowing these groups will help you decide which combination to use for a particular action. For many of the keys used with these combinations, the letter matches the name of the action. For example, to make text bold, you use the Command-Shift combination (for formatting), plus "b" (for bold).

**Important** Some of the keyboard commands are only available when you are working with full menus. If you hear a beep when you try one of the formatting or editing keys, for example, check to see if you have full menus.

## Typing and Special Keys

When there is an insertion point, typing inserts characters into the document. If text is selected, typing replaces the selection with the typed characters. The Shift key inserts uppercase letters, or the upper character on the other typing keys. The Caps Lock key inserts uppercase letters but has no effect on the other typing keys.

The following keys insert characters that have special meaning in Word documents. If Hide ¶ is turned on, some of these characters are invisible, and some of them appear the same (for example, a regular space and a nonbreaking space). You can make them visible and distinguishable from each other by choosing the Show ¶ command.

### Regular Space (Spacebar)

Inserts a space that is one digit wide. In justified paragraphs, regular spaces may vary in width to fill out the lines.

**Tab Mark**  
(Tab)

Inserts a tab mark, which is shown as space that aligns text with the next tab stop in the line. For more information on tab stop alignment and the appearance of the tab mark, see the "Tabs and Tables" topic.

**Paragraph Mark**  
(Return) or (Enter)

Inserts a paragraph mark and starts a new paragraph.

**Nonbreaking Space**  
(Option-Spacebar) or (Command-Spacebar)

Inserts a space that is one digit wide. Prevents a line break on either side of it. Not expanded in justified paragraphs.

**Nonbreaking Hyphen**  
(Command- ~)

Inserts a hyphen that is the same width as a regular hyphen, but prevents a line break on either side of it.

**Optional Hyphen**  
(Command--)

Inserts a hyphenation point, which is invisible until you turn on the Show ¶ command, or a line break occurs after the optional hyphen. In the latter case, the optional hyphen looks like a regular hyphen. For more information on optional hyphens and inserting them automatically, see the "Hyphenating" topic.

**New Line**  
(Shift-Return)

Inserts an end-of-line mark and starts a new line, but not a new paragraph. New Line is useful in addresses or tables where you want to maintain paragraph formats but need to start a new line.

**New Page**  
(Shift-Enter)

Inserts a page break mark and starts a new page.

**New Section**  
(Command-Enter)

Inserts a section mark, which ends the paragraph and starts a new section with the same formats as the previous section and paragraph. For information on how a section break affects page layout or justified paragraphs, see the "Aligning Paragraphs" or "Sections" topic.

**Menus (Period on keypad)**

The following method for choosing commands is especially useful for choosing commands without Command key combinations. For the Command key combinations, see the next section, "Commands," in this topic.

The period on the keypad activates the menu bar, which is shown black to indicate this. Word interprets the next key you press as a choice of menu to pull down.

After pressing the keypad period, you can press one of the following keys:

- A letter.  
Word pulls down the first menu from the left that begins with that letter.
- A number from 0–8.  
The 0 pulls down the Apple menu, 1 pulls down the File menu, and so on. The 8 pulls down the Work menu if it is present.
- An arrow key.  
The Left Arrow key pulls down the last menu on the right (Window or Work). The Right Arrow key pulls down the File menu. After a menu is pulled down, the Left and Right Arrow keys pull down the next menu in that direction, with the sequence looping around at each end of the menu bar.

After pressing the keypad period, you have five seconds to press one of the above keys. After that, there is no time limit. If you exceed the five-second limit, Word cancels the menu activation, and you can continue to use Word as usual.

After pulling down a menu, you can press the Up and Down Arrow keys to move the highlight over the command names. Or, you can press the initial letter of the command you want to choose. If more than one command has the same initial letter, press the letter key until the highlight is on the command you want to choose. You can also use the mouse at this point. If you choose a command with the keyboard, press either Return or Enter to finish choosing the command.

To cancel menu activation, press either Backspace or Command- (period).

## Commands (Command Key)

Many of the commands on menus have a Command key combination displayed to the right of the command name. By pressing the Command key combination, you can quickly choose a command without using the mouse.

To choose	Press Command-
-----------	----------------

Calculate	=
Change	H
Character	D
Close	W
Copy	C
Cut	X
Define Styles	T
Find	F
Footnote	E
Glossary	K
Go To	G
Insert Graphics	I
New	N
Open	O
Outlining	U
Paragraph	M
Paste	V
Print	P
Quit	Q
Repaginate	J
Save	S
Show ¶/Hide ¶	Y
Show Ruler/Hide Ruler	R
Spelling	L
Styles	B
Undo	Z

## Dialog Boxes

When you choose a command that has a dialog box, you can use the keyboard to choose and edit any of the options in the dialog box.

### Next Text Box (Tab)

### Previous Text Box (Shift-Tab)

Moves insertion point from text box to text box, in each case selecting the entire contents of the text box. Using Tab and Shift-Tab makes it easy to delete or completely replace a text box entry.

### List Box Select

### (Up Arrow) or (Down Arrow)

Moves selection up or down in the active list box.

### Next Group (Right Arrow)

### Previous Group (Left Arrow)

Moves to the next or previous group of options, including text boxes. These keys are especially useful when used with Command-Tab because they move quickly to the group.

### Next Option (Command-Tab) or (Period on keypad)

### Previous Option (Command-Shift-Tab)

Moves a dotted underline, which flashes momentarily, from one option to the next through the dialog box so that you can adjust the settings. Command-Shift-Tab moves in the opposite direction.



### **Click Item**

**(Command-Spacebar) or (0 on keypad)**

Both key combinations “click” check boxes, options, or buttons. Command-Spacebar is intended to be used after moving to an option with Command-Tab.

### **Click Item Directly**

**(Command-letter)**

Works like Click Item above, except moves to, then sets, the first option that begins with the letter typed. For example, in the Character dialog box, Command-B turns on or turns off the Bold check box.

This method works for all dialog box options with unique initials, including buttons. Thus, OK will be Command-O, and Cancel will be Command-C, if these are the first items in the dialog box beginning with those letters.

### **Open Folder (Command-Down Arrow)**

**Close Folder (Command-Up Arrow)**

In a dialog box that lists folders and files (for example, Open, Save As, or Delete), Open Folder opens the selected folder, if any, just as double-clicking it does. If no folder is selected, Command-Down Arrow acts the same as Down Arrow; that is, it selects the next file in the list.

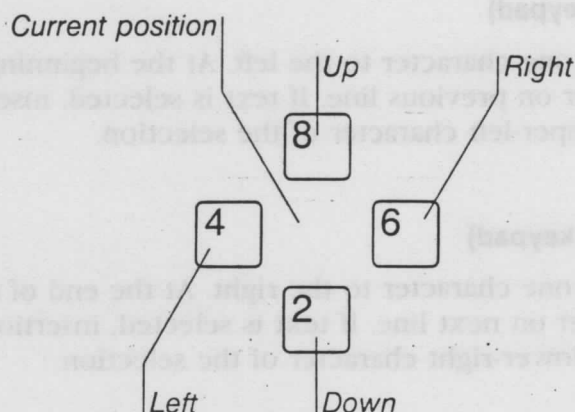
Close Folder closes the open folder and returns to the enclosing folder, if any. This is the same action as opening the folder label above the list box and choosing the enclosing folder.

## **Moving the Insertion Point and Selecting**

You can use keys to move the insertion point to any place in your document. The same keys that move the insertion point will select text if you also press the Shift key.

When you hold down Shift, the current selection extends to the place where the insertion point would have moved without Shift. Extending a selection with Shift works with the mouse, too.

The keys that move the insertion point are placed on the keyboard in a pattern that suggests their action. On the keypad, think of the number 5, which performs no action, as representing the current position of the selection or the insertion point. The direction of a key away from 5 is the direction that key moves the insertion point.



**Note** Remember, you can select text by holding down the Shift key while pressing the keys in the following list.

### Up (Up Arrow) or (8 on keypad)

Moves insertion point up one line. If a selection exists, the insertion point moves up from the end of the selection.

Because characters are different widths and because lines are different lengths, the insertion point seldom follows a straight path through text. The insertion point will remain as close as possible to the horizontal position it had before you moved it up.

### **Down**

**(Down Arrow) or (2 on keypad)**

Moves insertion point down one line. Same behavior of insertion point as described for Up, but in opposite direction.

### **Left**

**(Left Arrow) or (4 on keypad)**

Moves insertion point one character to the left. At the beginning of a line, moves to last character on previous line. If text is selected, insertion point moves left from the upper-left character of the selection.

### **Right**

**(Right Arrow) or (6 on keypad)**

Moves insertion point one character to the right. At the end of a line, moves to first character on next line. If text is selected, insertion point moves right from the lower-right character of the selection.

### **Left Word**

**(Command-4 on keypad)**

Moves insertion point in front of next word to the left. At the beginning of a line, moves in front of last word on previous line or in front of line break character if there is one. During selection, the word containing the insertion point is first selected, then selection extends by whole words.

### **Right Word**

**(Command-6 on keypad)**

Moves insertion point in front of next word to the right and in front of line break character if there is one. During selection, the word containing the insertion point is first selected, then selection extends by whole words.

**Beginning of Line****(7 on keypad)**

Moves insertion point to the beginning of the line.

**End of Line****(1 on keypad)**

Moves insertion point before the character at the end of the line, normally a space or end-of-line or paragraph mark.

**Previous Sentence****(Command-7 on keypad)**

Moves insertion point to the previous sentence break. During selection, the sentence containing the insertion point is first selected, then selection extends by whole sentences.

**Next Sentence****(Command-1 on keypad)**

Moves insertion point to the next sentence break. During selection, the sentence containing the insertion point is first selected, then selection extends by whole sentences.

**Previous Paragraph****(Command-8 on keypad)**

Moves insertion point to previous paragraph break. During selection, the paragraph containing the insertion point is first selected, then selection extends by whole paragraphs.

### **Next Paragraph**

(Command-2 on keypad)

Moves insertion point to next paragraph break. During selection, the paragraph containing the insertion point is first selected, then selection extends by whole paragraphs.

### **Top Left of Screen**

(Command-5 on keypad)

Moves insertion point to the top-left corner of the screen.

### **Up Screen**

(9 on keypad)

Moves insertion point up in the document by approximately one screenful. The insertion point travels up in the same manner as for Up.

### **Down Screen**

(3 on keypad)

Moves insertion point down in the document by approximately one screenful. The insertion point travels down in the same manner as for Down.

### **Scroll Up**

(Command-Option-[)

Scrolls up in the document by one line, but does not move the insertion point; same as clicking the up scroll arrow in the vertical scroll bar.

### **Scroll Down**

(Command-Option-/)

Scrolls down in the document by one line, but does not move the insertion point; same as clicking the down scroll arrow in the vertical scroll bar.

**Beginning of Document**  
(Command-9 on keypad)

Moves insertion point in front of first character at the beginning of the document.

**End of Document**  
(Command-3 on keypad)

Moves insertion point after the last character at the end of the document.

**Select Whole Document**  
(Command-Option-M)

Selects whole document.

**Extend Selection to Character**  
(– (minus) on keypad)

Turns on a special extend selection mode so that the selection extends to the next instance of the character you type. "Extend from" appears in the lower-left corner. This extend mode remains in effect until you perform a Word action or change the selection by another means.

**Editing (Command-Option Keys)**

The editing key combinations edit text, insert special characters, and control Word in other ways.

**Delete**  
(Backspace)

Deletes the selection. When there is an insertion point, deletes the character to the left. Deleting with Backspace does not change the Clipboard.

The Undo command treats typing and backspacing as a single editing action. So, Undo reverses both together, not just the last backspace.

Backspace will beep instead of deleting a paragraph mark between two paragraphs with different formats. This prevents losing paragraph formats unintentionally. If the paragraph mark is selected, Backspace deletes it.



**Delete Forward**  
(Command-Option-F)

Deletes like Backspace, but when there is an insertion point, deletes the character to the right.

**Delete Previous Word**  
(Command-Option-Backspace)

Deletes like Backspace, but when there is an insertion point, deletes the word surrounding or to the left of the insertion point.

**Delete Next Word**  
(Command-Option-G)

Deletes like Backspace, but when there is an insertion point, deletes the word to the right of the insertion point. If the insertion point is in a word, deletes the portion of the word to the right of the insertion point.

**Cancel**  
(Command-. (period))

Cancels the operation in progress, or closes a dialog box (same as clicking the Cancel button). This key combination is most useful during long processes, such as printing or finding (Find command) in a long document, or any other time when the wristwatch pointer appears.

Also cancels special modes, such as adding or subtracting commands on menus, help, extend selection, keyboard copy and move, and so on.

**Again****(Command-A)**

Repeats the last command, except Find (see "Find Again," following). For example, if the last command was a complex formatting change that involved the Paragraph dialog box, you can repeat the formatting change by changing the selection, then pressing Command-A. The Again key combination also repeats typed text.

**Find Again****(Command-Option-A)**

Repeats the last Find or Find Formats command, using the same search text. This can be useful for finding some text, then editing it, then finding the next instance, editing, and so on.

**Find Formats****(Command-Option-R)**

Searches for text with either character or paragraph formats, depending on the selection when you press the key combination.

- To find a single, specific character format, select a character with that format only.

When the selection has more than one character format, the following formats are not used to find matching formats:

- Font
- Font size
- Superscript
- Subscript
- Expanded characters
- Condensed characters

- To find a paragraph format, select a paragraph with the formats you want to find by double-clicking in the selection bar next to the paragraph.

Word selects the text it finds. If the search reaches the end of the document, Word asks if you want to continue from the beginning of the document.

To search again for text with the same formats as your original selection, press the Find Again key combination (Command-Option-A). Pressing Find Formats (Command-Option-R) again searches for formats like that of the current selection, which may include formats you didn't search for originally.

You can find and replace formats by using Find Formats, reformatting the first piece of text found, then alternating between the Find Again and the Again (Command-A) key combinations for subsequent instances.

### **Paragraph Mark After Insertion Point (Command-Option-Return)**

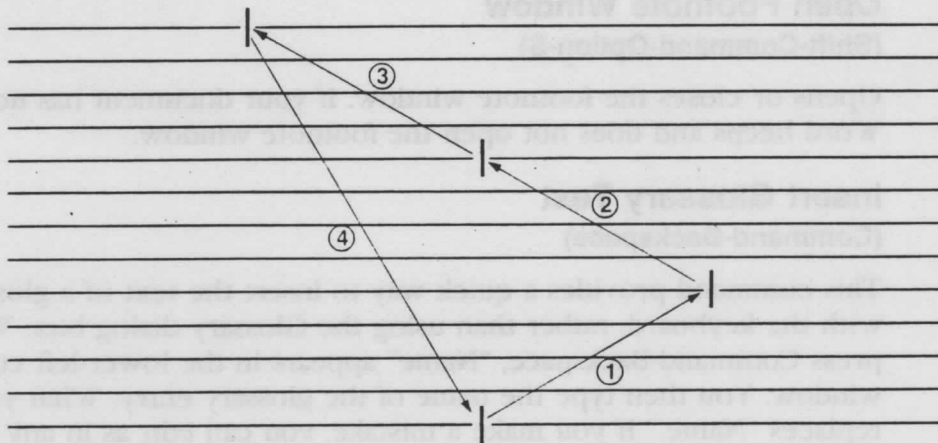
Inserts a paragraph mark after the insertion point so that you can continue typing in the same paragraph. This command is useful when you are inserting text in the middle of a paragraph and would like to minimize distraction. Normally, the text to the right of the insertion point moves to the right as you type. When you insert the paragraph mark, the following text moves to a new line, and you won't be distracted by "pushing" the existing text. To remove this paragraph mark, use Delete Forward (Command-Option-F) when you're done typing.

## Go Back

(Command-Option-Z) or (0 on keypad)

Moves the insertion point to its previous location. For example, as you are typing, you notice a mistake a few words back. You move back, make the correction, then press Go Back to return to the place where you were typing.

Each successive press of Go Back moves to a preceding insertion point (up to three previous points), then starts again at the original one.



Pressing Go Back immediately after scrolling returns to where the insertion point was before scrolling.

## Next Window

(Command-Option-W)

Activates another window and brings it to the top with the same selection it had when you last left it. Next Window moves sequentially through the windows, which makes it easy to see each window in turn.

### **Zoom Window**

**(Command-Option-])**

Zooms the active window to full screen size. After zooming a window, pressing Command-Option-] returns the window to its previous size.

### **Split Window**

**(Command-Option-S)**

Splits the active window horizontally. Removes the split if the window is split already.

### **Open Footnote Window**

**(Shift-Command-Option-S)**

Opens or closes the footnote window. If your document has no footnotes, Word beeps and does not open the footnote window.

### **Insert Glossary Text**

**(Command-Backspace)**

This command provides a quick way to insert the text of a glossary entry with the keyboard, rather than using the Glossary dialog box. When you press Command-Backspace, "Name" appears in the lower-left corner of the window. You then type the name of the glossary entry. What you type replaces "Name." If you make a mistake, you can edit as in any text box. When you finish, press Return to expand the name and continue your work. For information on glossary entries and naming them, see the "Glossaries" topic.

### **Formula**

**(Command-Option-\)**

Inserts the formula character, which appears on the screen as a backslash with a dot under it when Show ¶ is turned on. With Hide ¶ turned on, the formula character is not shown; instead, the formula appears as it will when printed. For information on entering formulas, see the "Formulas" topic.

## **Copy Text** **(Command-Option-C)**

Copies the selection to a destination.

You first select the source text you want to copy, then press Command-Option-C ("Copy to" appears in the lower-left corner). To complete the copying, select a destination and press either Return or Enter. The destination selection is shown with a dotted underline. If the destination is an insertion point, the source text is inserted there. If the destination is a selection, the source text replaces the destination text.

If there is an insertion point instead of a selection when you press Command-Option-C, "Copy from" appears in the lower-left corner. In this case, you then select the source text you want to copy. When you press Return or Enter, Word inserts this source text at the insertion point. This is handy when, as you are typing, you realize that you need to insert a copy of some text from another part of the document.

Notice that Command-Option-C parallels Command-C, the Copy command.

## **Move Text** **(Command-Option-X)**

Moves the selection to a destination. The steps and insertion rules are the same as for copying. "Move to" appears in the lower-left corner.

If the initial selection is an insertion point, as it is during typing, pressing Command-Option-X means "Move from," which appears in the lower-left corner. For more information, see "Copy Text," above.

Notice that Command-Option-X parallels Command-X, the Cut command.



### **Copy Formats** **(Command-Option-V)**

Copies the formats of the selection to a destination.

You first select the source text whose formats you want to copy, then press Command-Option-V ("Format to" appears in the lower-left corner). To complete the copying, select a destination and press either Return or Enter. The destination selection is shown with a dotted underline.

If there is an insertion point instead of a selection when you press Command-Option-V, "Format from" appears in the lower-left corner. In this case, you then select the source text whose formats you want to copy. When you press Return or Enter, the insertion point receives the formats. Text you type subsequently will have the copied formats.

The type of formats that are copied depends on how you select the source text. Double-clicking in the selection bar tells Word you want to copy paragraph formats. If you don't select the source text by double-clicking, Word copies the character formats of the first character in the selection, instead of copying paragraph formats.

### **Paste Special Character** **(Command-Option-Q)**

Provides a way to insert any character by typing its decimal character code. The codes may be found in the character code tables supplied with individual fonts. Most of the font characters are available through the keyboard or through Option or Shift-Option key combinations.

When a single character is selected, Command-Option-Q displays the decimal code of the selected character in the lower-left corner of the window.

### **Dump Selection to Graphic** **(Command-Option-D)**

Transforms the selection into a MacDraw graphic and places it on the Clipboard. You can paste it into your document and handle it as you do any graphic. This command is useful for turning mathematical formulas into graphics so you can paste them into other programs.

## Character Formatting (Command-Shift)

Command-Shift, when combined with the following keys, changes the character formats of the selection. If there is only an insertion point, the insertion point receives the formats and applies them as you type new text.

For example, to type and format the text:

The orchestra will play Schumann's Manfred overture.

you type:

*The orchestra will play Schumann's*(Command-Shift-U)  
*Manfred*(Command-Shift-U) *overture.*

Your fingers never need to leave the keyboard, and using these keys is much faster than choosing Underline from the Format menu.

Notice that you press the same key combination to start applying a format and to stop. This action is called “toggling.” The following table shows the character formatting keys that toggle. Following the table, you’ll find a list of the more complex formatting choices. For information on character formatting, see the “Character Formatting” topic.

For this format	Press Command-Shift-
Bold	B
Italic	I
Underline	U
Word Underline	]
Double Underline	
Dotted Underline	\
Strikethru	/
Outline	D
Shadow	W
Small Caps	H
All Caps	K
Hidden	X

**Note** The Small Caps and All Caps formats affect only lowercase characters.

The following key combinations apply character formats, but do not toggle. To return to normal text after applying the following character formats, use the Plain Text key combination.

### Plain Text

(Command-Shift-Spacebar)

Plain Text means the default character formats of the style that is applied to the paragraph containing the selection or insertion point. For information on Normal style and changing style settings, see "Styles: Formatting the Easy Way." Normal settings are listed in the "Default Settings" topic.

**Font Change****(Command-Shift-E)**

"Font" appears in the lower-left corner so you can type a font name. In most cases, the initial letter is enough. For information on the lower-left corner of the window, see the "Windows" topic.

You can type a font number for a font that is not loaded in your system files, but will be available on another system.

**Larger Font Size****(Command-Shift->)**

Changes the font size from its current size to the next larger size, if any, in the following list:

7, 9, 10, 12, 14, 18, 24, 36, 48, 60, 72

For example, font size 15 would become 18, size 10 would become 12, and so on.

**Smaller Font Size****(Command-Shift-<)**

Changes the font size from its current size to the next smaller size, if any, in the list shown under "Larger Font Size," above.

**Symbol Font****(Command-Shift-Q)**

Changes the selection to the Symbol font. If there is only an insertion point, the change is effective for the next character only. This action is effective for typing mathematical formulas when you need only one or two symbol characters, because you won't need to go through the Character dialog box.

To see the available symbols, choose Key Caps from the Apple menu.

### **Subscript**

(Command-Shift--)

Moves the text below the baseline by 2 points. When you are formatting text that is not already subscript or superscript format, this key combination also reduces the font size of the selection by two sizes (see the list under "Larger Font Size," earlier in this topic). For example, 12-point text would become 9-point.

### **Superscript**

(Command-Shift+)

Moves the text above the baseline by 3 points. This key combination has the same effect on the font size of the selection as Subscript.

## **Paragraph Formatting (Command-Shift)**

Command-Shift, when combined with the following keys, changes the paragraph formats of the selected paragraph.

These keys choose options found in the Paragraph dialog box and the Styles dialog box. For information on the formatting options, see the topics, "Paragraphs" and "Styles: Formatting the Easy Way."

### **Plain Paragraph**

(Command-Shift-P)

Resets the paragraph style to Normal. For the definition of Normal style, see the "Default Settings" topic. For how to change the definition of Normal, see the topic, "Styles: Formatting the Easy Way."

### **Side-by-Side**

(Command-Shift-G)

Gives the selected paragraphs the side-by-side format. You also need to adjust the left and right indents on the ruler or in the Paragraph dialog box. For information on using side-by-side format, see the "Columns" topic.

**Style****(Command-Shift-S)**

Starts style choice operation.

When you press Command-Shift-S, "Style" appears in the lower-left corner. You then type the style name and press either Return or Enter to apply the style to the selection. For information on styles and style names, see the topic, "Styles: Formatting the Easy Way."

**Flush Left****(Command-Shift-L)**

Aligns the selected paragraphs at the left indent.

**Flush Right****(Command-Shift-R)**

Aligns the selected paragraphs at the right indent.

**Centered****(Command-Shift-C)**

Centers the selected paragraphs.

**Justified****(Command-Shift-J)**

Aligns the selected paragraphs at both the left and right indents. Spaces are expanded as needed to fill out each line.

**First Line****(Command-Shift-F)**

Sets the first line indent of the selected paragraphs one nesting level to the right, relative to the other lines in the paragraphs. For nesting level definition, see "Nest," following.



### **Nest**

**(Command-Shift-N)**

Moves the left indents of the selected paragraphs one nesting level to the right. The nesting level distance is the default tab stop distance set in the Page Setup dialog box. It is initially a half inch.

### **Unnest**

**(Command-Shift-M)**

Moves the left indents of the selected paragraphs one nesting level to the left, but not beyond 0 (zero). See "Nest," above, for nesting level definition.

### **Hanging Indent**

**(Command-Shift-T)**

Creates a hanging indent at the first default tab stop. This is determined by the setting in the Page Setup command and is initially a half inch.

### **Double Space**

**(Command-Shift-Y)**

Sets line spacing for the selected paragraphs to 24 points per line (one-third inch, or 3 lines per inch).

### **Open Space**

**(Command-Shift-O)**

Sets Space Before for the selected paragraphs to 12 points (one-sixth inch). This opens extra space between paragraphs and is useful in place of an extra paragraph mark.

## **Outlining Keys**

When you are displaying a document as an outline, some of the keys change to help you manipulate the outline. The arrow keys on the Macintosh Plus keyboard perform outlining actions. The other scrolling keys perform the same actions they do when not in outline view. Even if a window is not in outline view, pressing Command-Option-T before you press certain scrolling keys performs outlining actions.

As the following table shows, the keyboard actions correspond to the actions of the icon bar in outline view. The second column applies only to the Macintosh Plus keyboard. The third column applies to both the original Macintosh keyboard and the Macintosh Plus keyboard.

To	In outline view, press	Press Command-Option-T then
Promote ←	Left Arrow	K or 4 on keypad
Demote →	Right Arrow	L or 6 on keypad
Move heading up ↑	Up Arrow	O or 8 on keypad
Move heading down ↓	Down Arrow	, or 2 on keypad
Demote heading to body text ➡	Command-Right Arrow	>
Expand text +	+ (keypad)	+
Collapse text -	- (keypad)	-
Display to selected level 1 2 3 4...		1, 2, 3, 4... (not keypad)
Display all ☐	* (keypad)	A

In addition to these keys that match the icon bar in outline view, there is a special combination for collapsing only the selected heading:

### **Collapse Selection**

**(Command-- on keypad)**

Collapses the selected heading, but not its subheadings or body text.

To expand the heading again, do one of the following:

- ☐ Press + (plus) while the collapsed heading is still selected.

If you have moved away from the collapsed heading by selecting or moving the insertion point, select the previous heading and press + (plus).

If the collapsed heading is the first paragraph of the document, select the following paragraph and press + (plus).

## Switcher Keys

Pressing the first three key combinations listed in the following table is the same as clicking on the three parts of the Switcher arrow in the menu bar:

To	Press
Slide current screen to the left and pull in screen from the right	Command-[
Slide current screen to the right and pull in screen from the left	Command-]
Return to Switcher	Command-\
Use QuickSwitch	Command-,

With Switcher 5.1, shipped with Word, you can quickly transfer graphics and Microsoft Excel spreadsheet data between Word and Microsoft Excel, MacPaint, or MacDraw. This feature is called QuickSwitch. For information on QuickSwitch, see Appendix C, "Using Word with Other Programs."

## Mouse and Command Modifier Keys

Some key combinations change the action of the mouse or commands and, in some cases, change the shape of the mouse pointer to indicate the modification.

### Help

(Command-?)

Changes mouse pointer to question mark, which can be used to request help information about a particular command or dialog box.

### **Add Command** (Command-Option-+)

Changes mouse pointer to bold plus sign. When you click a dialog box option with the plus sign pointer, that option is added to a menu as a command. You can also add document names, glossaries, and styles as commands. For a list of dialog box options that can be added to menus, see the "Menus" topic.

### **Subtract Command** (Command-Option--)

Changes mouse pointer to bold minus sign. You can use the minus sign pointer to subtract character formats, font names, font sizes, and any other commands added to menus with Command-Option-+ (plus).

### **List All Files** (Shift-Open)

To see a list of all files on the disk, rather than only Word documents, hold down Shift while choosing the Open command from the File menu. This method will be especially useful to programmers.

### **Special Repagination** (Shift-Repaginate)

To repaginate when you have made no editing or formatting changes, hold down Shift while choosing the Repaginate command from the Document menu. This method will be necessary only when font sets are changed — for example, when transferring a file from one system to another that does not have some of the fonts used in the document.

### **Descending Sort** (Shift-Sort)

To sort in descending order (Z-A, 9-1), rather than the default ascending order (A-Z, 1-9), hold down Shift while choosing the Sort command from the Document menu. For example, use Descending Sort when you are sorting a column of dollar amounts and want the largest amount at the top.

## **Extend Selection**

**(Shift)**

To extend the current selection, hold down Shift and then click where you want the selection extended to. Extend Selection can be used with every type of mouse selection. For information on keyboard selection methods, see "Moving the Insertion Point and Selecting," earlier in this topic.

## **Select Whole Document**

**(Command)**

To select the whole document, hold down Command while clicking the mouse in the selection bar (left edge of window).

## **Block Selection**

**(Option) or (Option-Shift)**

To make a selection that is a rectangular block, regardless of the shape of the text you select, hold down Option and drag the mouse. A character is considered selected if at least half of the character is within the selection. (Lines of proportional space fonts do not always line up into neat, vertical columns.)

To extend the selection as a block from the upper leftmost corner of the current selection, hold down Option-Shift, then click where you want the end of the selection. Word extends the block selection from the starting point of your original selection.

Block selections are most useful in tables. You can perform the following actions on a block selection:

- Character formatting
- Cut
- Copy
- Paste

The source of the paste can be a block selection, but the destination must be an insertion point only.

- Calculate

If you quit when there is a block selection, Word puts the selection on the Clipboard with its lines separated by paragraph marks.

When copying, deleting, or moving columns in a table, be sure to include a tab mark for each line to maintain proper alignment when the column arrives at its new destination.

### **Open Footnote Window** (Shift-Split)

To open the footnote window instead of splitting the document window, hold down Shift while dragging the window split bar down the vertical scroll bar. For information on the footnote window, see the "Footnotes" topic.

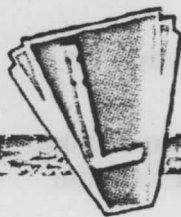
### **Release Left Indent** (Shift)

To drag the left indent marker on the ruler independently of the first line indent marker, hold down Shift and then drag. Dragging the left indent marker normally drags the first line indent marker with it to maintain their relative positions.

### **Adjust Margins** (Shift)

If you want to drag headers or footers inside the margins during Page Preview, hold down Shift and then drag. This method changes the margin settings and sets them as immovable (they receive a negative measurement). For information on immovable margins, see the "Page Setup Command" topic.



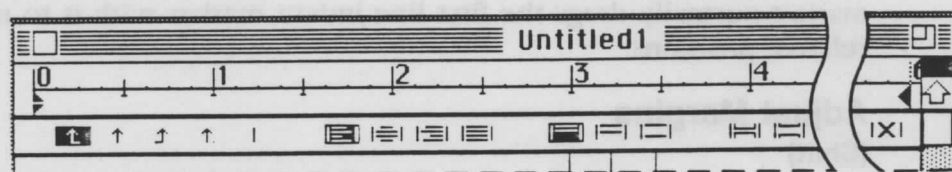


## Line Spacing

Line spacing is the vertical space that defines the height of lines. The default setting for Word is automatic single spacing — this means that Word adjusts line spacing for you automatically, accommodating the largest font size within the line. Word measures line spacing in points.

You can change line spacing in two ways:

- Click the line spacing icons on the ruler.



Auto (single) space icon

Double space icon allows 24-point space.

One-and-a-half space icon allows 18-point space.

- Use the Paragraph command to specify the space between lines.

You can apply line spacing to one paragraph or to a group of paragraphs.

### Changing line spacing with the ruler

- 1 Select the paragraph(s).
- 2 Choose Show Ruler from the Format menu.
- 3 Click the icon for the line spacing you want.

### Changing line spacing with the Paragraph command (Full Menus)

- 1 Select the paragraph(s).
- 2 Choose Paragraph from the Format menu.  
The Line box may contain the word "Auto"; this reflects the default automatic line spacing.
- 3 Type the amount of line spacing you want in the Line box.  
You can type *0* or *auto* to get automatic spacing.

Word adjusts line spacing to fit the tallest character on a line. For fixed spacing, type a negative number; Word uses the absolute value of the number.

#### For information on

Using the Paragraph command  
to specify line spacing  
Displaying the ruler  
Formatting with the ruler  
Points

#### See

Paragraph Command  
  
Show Ruler/Hide Ruler Command  
Ruler  
Measures

## Lists

Word makes creating lists easy. You can:

- Create a numbered or bulleted list with hanging indents.
- Create a structured list with levels of subordination assigned in outline view.

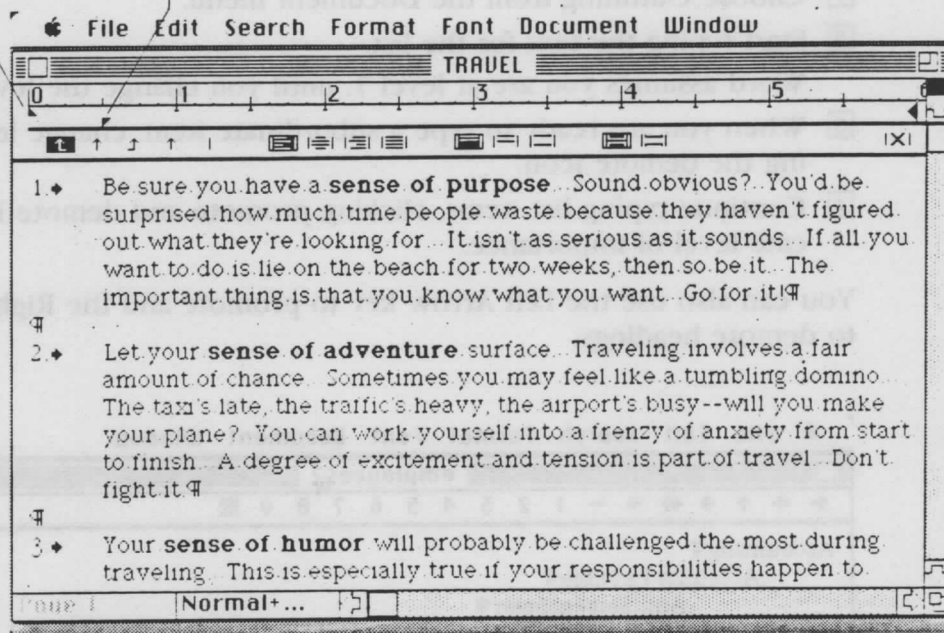
### Creating a list with hanging indents

- 1 If you want a numbered or bulleted list, type the first number or bullet that you want. For a large round bullet, press Option-8.
- 2 Press Tab, then type the text for the list item. Do not press Return at the end of the item.
- 3 Choose Show Ruler from the Format menu.

- 4 Press the Shift key and drag the lower left-indent triangle to the right to the position you want.

First line indent is set at 0 inches.

The rest of the paragraph has a 1/2-inch indent.



- 5 Press Return to end the first list item and go on to the next.
- 6 Continue to type each list item.  
The indent will be applied to each subsequent paragraph, until you choose another format.
- 7 When you finish the list, press Command-Shift-P to return to Normal paragraph format.

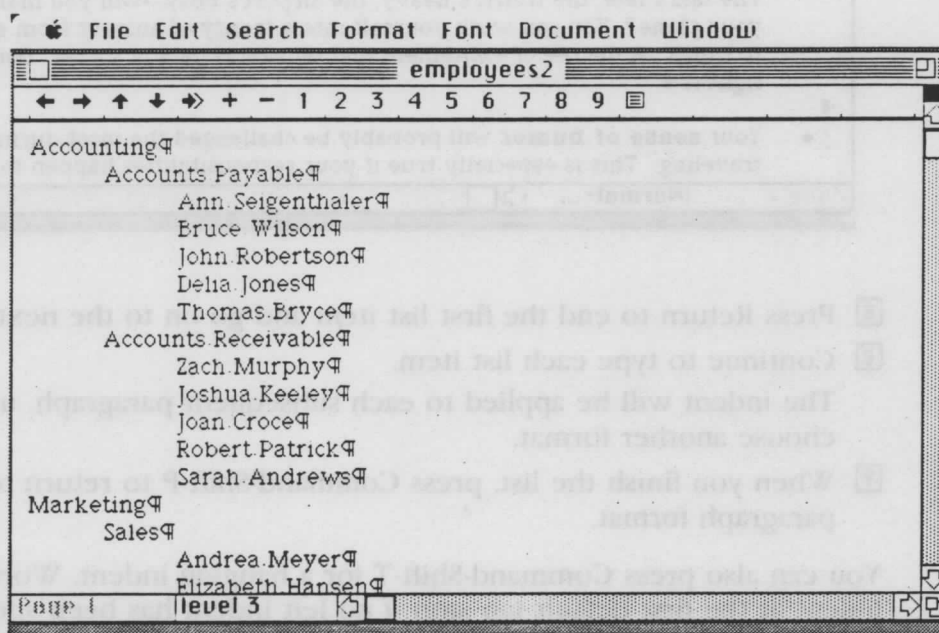
You can also press Command-Shift-T for a hanging indent. Word sets the indent at the first default tab stop if no left indent has been specified.

## Creating a structured list (Full Menus)

You can create an outline in Word's outline view to structure a list, showing subordinate levels of items. When you leave outline view, the structure will not be visible.

- 1 Choose Outlining from the Document menu.
- 2 Start typing the text for the list.  
Word assumes you are at level 1, until you change the level.
- 3 When you are ready to type a subordinate item, change levels by clicking the demote icon.
- 4 Continue typing list items, clicking promote and demote icons to indicate level of importance.

You can also use the Left Arrow key to promote and the Right Arrow key to demote headings.



*A structured list, created in outline view*

**For information on**

Setting indents  
Creating outlines  
Numbering lists

**See**

Indenting Paragraphs  
Outlining  
Numbering Paragraphs

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## Long Documents

You can create documents of any length with Microsoft Word. The recommended maximum length for one Word document is approximately 250 printed pages (or 0.5 million characters).

If you're going to create a very long document, it's best to create several smaller, more manageable documents and link them. Word treats the linked documents as a whole.

When documents are linked, Word automatically generates tables of contents and indexes for the whole document. If you want to sequentially number pages, lines, paragraphs, or footnotes throughout the whole document, you will need to make manual adjustments in the smaller documents that make up the whole. When you tell Word to print the first document in a series of linked documents, Word prints the whole series.

Word doesn't usually load the entire document into memory, but it does use memory to keep track of changes you've made. Some types of changes use a lot of memory—for example, renumbering or global changes. It's a good idea to save your long documents frequently to keep memory freer and not slow Word's speed.

When you turn on the Print Back To Front option for LaserWriters in the Print dialog box, Word prints pages back to front for individual documents in a series of linked documents. The documents themselves, however, will print in order, front to back.



### **Linking documents** (Full Menus)

- [1]** Open the first document of the series.
- [2]** Choose Page Setup from the File menu.
- [3]** Type the name of the next document in the series in the Next File box.
- [4]** Repeat steps 1–3 for each document in the series, except the last.

### **Numbering pages in long documents** (Full Menus)

- [1]** Open the first document in the series.
- [2]** Select the whole document.
- [3]** Choose Section from the Format menu and turn on the Page Numbering option.  
If you want, you can change page number format and position.
- [4]** Choose Repaginate or Page Preview to break pages for the document, then go to the end of the document to note the last page number in the lower-left corner of the window.
- [5]** Open the next document in the series.
- [6]** Choose Page Setup from the File menu.
- [7]** In the Start Page Numbers At box, type the next page number.
- [8]** Repeat steps 2–7 until you have set the starting page number for the last document in the series.

If you are inserting page numbers in the header or footer, use the procedure described above, but for step 3 choose Open Header/Footer from the Format menu, and place the page number icon within the header or footer. If you want to change page number format or vertical position, use the Section command.

---

**Numbering footnotes in long documents**  
(Full Menus)

This procedure works only for automatically numbered references.

- 1 Open the first document in the series.
- 2 Determine the last footnote reference number in that document.
- 3 Open the next document.
- 4 Choose Page Setup from the File menu.
- 5 In the Start Footnote Numbers At box, type the next footnote number.
- 6 Repeat steps 2–5 until you have set the starting footnote number for the last document in the series.

---

**Numbering lines in long documents**  
(Full Menus)

- 1 Open the first document in the series.
- 2 Choose Section from the Format menu and turn on the Line Numbering option.
- 3 Choose Page Preview from the File menu to display the line numbers.
- 4 Scroll to the last page to determine what the last line number is for that document.
- 5 Open the next document.
- 6 Choose Page Setup from the File menu.
- 7 In the Line Numbers At box, type the next line number.
- 8 Repeat steps 2–7 until you have set the starting line number for the last document in the series.

### Numbering paragraphs in long documents (Full Menus)

- 1 Open the first document in the series.
- 2 Select the portion of the document you want to number.
- 3 Choose Renumber from the Document menu.
- 4 Determine the last paragraph number in that document.
- 5 Open the next document.
- 6 Type the next paragraph number in front of the paragraph where you want to start numbering.
- 7 Select the portion of the document you want to number.
- 8 Choose Renumber from the Document menu.
- 9 Repeat steps 4–8 for each document in the series until you have numbered the paragraphs in the last document.

#### For information on

Line numbers

Numbering pages

Numbering footnotes

Different formats for paragraph numbers

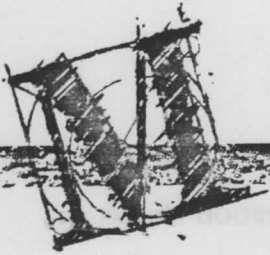
#### See

Numbering Lines  
Section Command

Numbering Pages

Footnote Command  
Footnotes

Numbering Paragraphs  
Renumber Command



## Mailing Labels

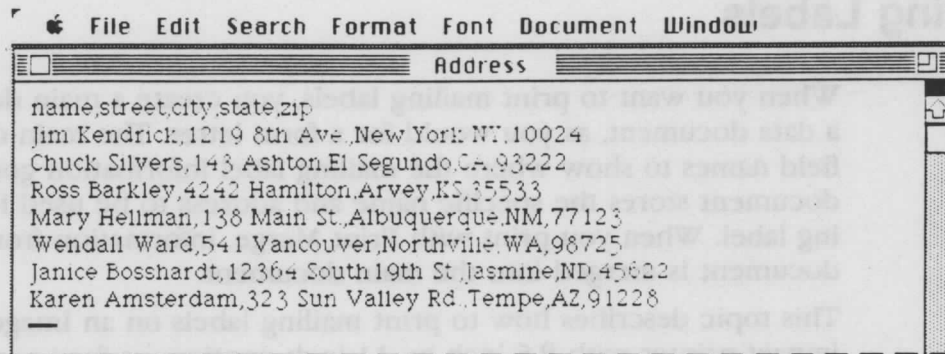
When you want to print mailing labels, you create a main document and a data document, as you would for a form letter. The main document uses field names to show where the mailing label information goes. The data document stores the specific name and address to be used for each mailing label. When you print with Print Merge, information from the data document is merged into the main document.

This topic describes how to print mailing labels on an ImageWriter or impact printer with 8.5-inch by 11-inch continuous feed paper. You can use paper with three columns of labels, or with only a single column.

### Printing mailing labels in three columns (Full Menus)

To create the data document:

- ☒ Type the header and data records. The following illustration shows an example of a data document for mailing labels.



*Data document*

To create the main document:

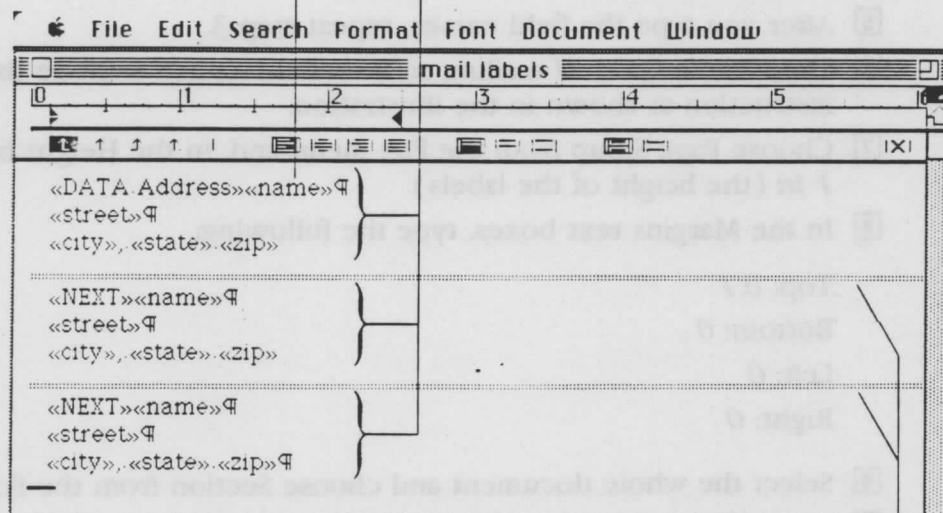
- 1 Type the DATA instruction as shown in the following illustration, naming the data document you plan to use in place of "Address."
- 2 Type a first set of mailing address field names. Make sure the first field name is on the same line as the DATA instruction.

- 3 With the insertion point following the last character you typed, press Command-Enter to insert a section break.
- 4 Type the next set of mailing address field names. Include the NEXT instruction as shown in the illustration.
- 5 After you type the field names, repeat step 3.
- 6 Type the final set of mailing address field names. Include the NEXT instruction as shown in the illustration.
- 7 Choose Page Setup from the File menu and, in the Height box, type *1 in* (the height of the labels).
- 8 In the Margins text boxes, type the following:  
Top: *0.1*  
Bottom: *0*  
Left: *0*  
Right: *0*
- 9 Select the whole document and choose Section from the Format menu.
- 10 Under Columns, type *3* in the Number box.
- 11 Under Section Start, click New Column.
- 12 With the whole document still selected, choose Show Ruler from the Format menu and drag the left indent marker to the right so the text won't print on the edge of the mailing labels.
- 13 Choose Print Merge to print the mailing labels.  
To review mailing labels before printing them, click the New Document button. Word places the addresses in a single document called Form Letters.



Field name entered on first line  
so text prints on top line of label.

Set of records for each copy of the form letter  
(three labels on each one-inch "page").



Main document

Double dotted lines show section break  
inserted by pressing Command-Enter.

**Note** If you are using 12-point characters (Word's initial default size), you can print five lines per 1-inch label. If any of the addresses for the labels you plan to print include more than five lines, decrease the character font size. Word will then print more lines per label.

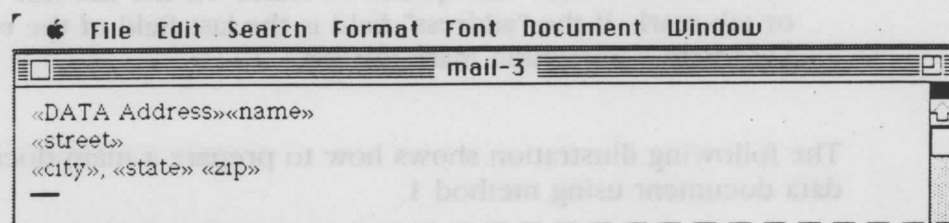
## Printing mailing labels in a single column

To create the data document:

- Type the header and data records. The first illustration under "Printing mailing labels in three columns" shows an example of a data document for mailing labels.

To create the main document:

- 1 Type a DATA instruction and one set of field names as shown in the following illustration, naming the data document you plan to use in place of "Address."



- 2 Choose Page Setup from the File menu and, in the Height box, type *1 in* (the height of the labels).
- 3 In the Margins text boxes, type the following:  
Top: *0.1*  
Bottom: *0*  
Left: *0.2*  
Right: *0*
- 4 Choose Print Merge to print the mailing labels.

---

### Printing mailing labels with different numbers of lines

There are two methods you can use to print addresses that have different numbers of lines. These methods apply to addresses printed in form letters and on mailing labels.

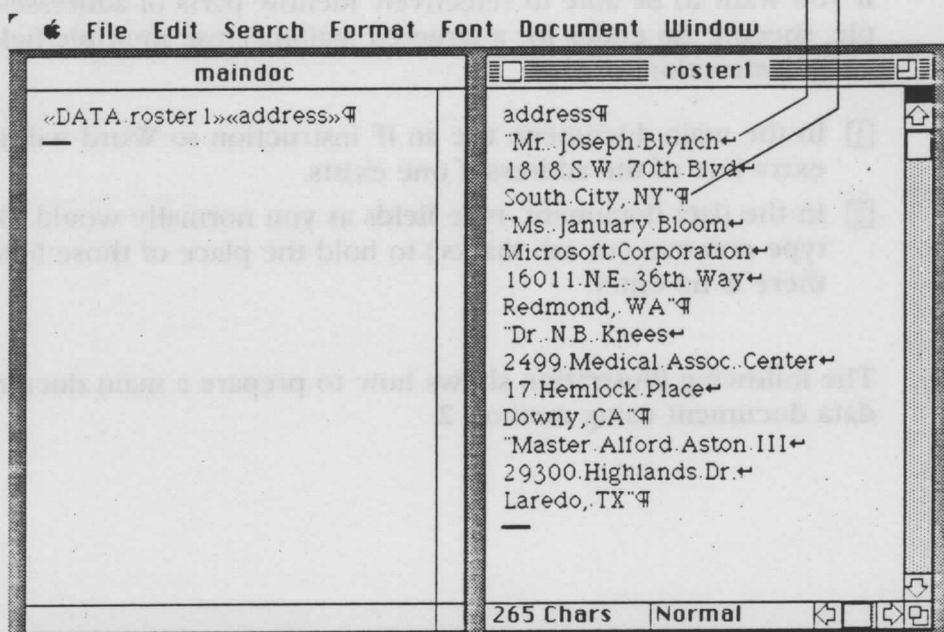
#### Method 1

Use a single field name for the entire address.

- 1 In the main document, type the field name «address».
- 2 In the data document, type the lines of the address as they normally appear on an envelope. The whole field, with its several lines, must be enclosed in quotation marks because the field contains a comma between city and state. End each line except the last line with Shift-Return. Follow the quotation marks on the last line with a comma or tab mark. If the "address" field is the last field of the record, end the field with a paragraph mark instead.

The following illustration shows how to prepare a main document and a data document using method 1.

Press Return at end of each record.  
For a new line, press Shift-Return instead of Return.



Main document

Data document

Copy 1

Mr. Joseph Blynch  
1818 S.W. 70th Blvd  
South City, NY

Copy 2

Ms. January Bloom  
Microsoft Corporation  
16011 N.E. 36th Way  
Redmond, WA

Copy 3

Dr. N.B. Knees  
2499 Medical Assoc. Center  
17 Hemlock Place  
Downy, CA

Copy 4

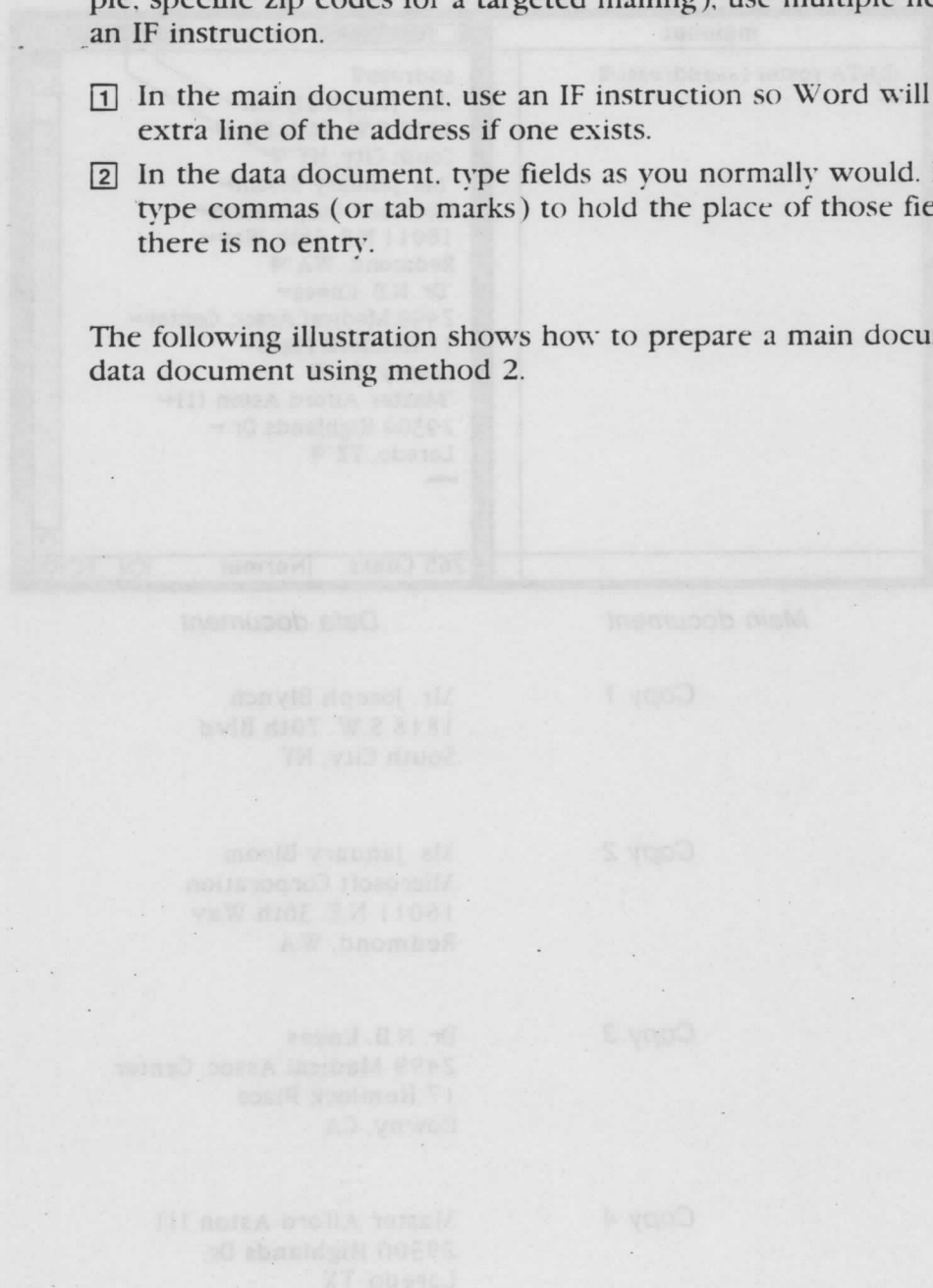
Master Alford Aston III  
29300 Highlands Dr.  
Laredo, TX

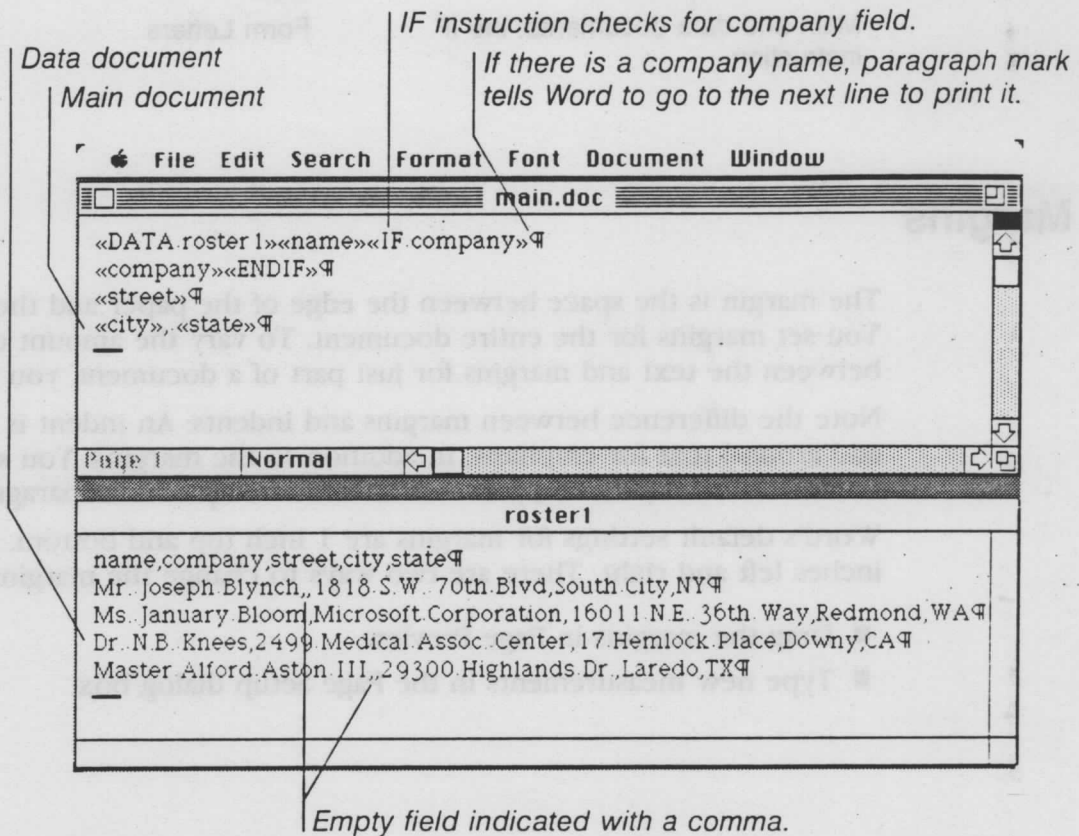
## Method 2

If you want to be able to selectively identify parts of addresses (for example, specific zip codes for a targeted mailing), use multiple field names and an IF instruction.

- 1 In the main document, use an IF instruction so Word will insert the extra line of the address if one exists.
- 2 In the data document, type fields as you normally would. Be sure to type commas (or tab marks) to hold the place of those fields for which there is no entry.

The following illustration shows how to prepare a main document and data document using method 2.





*Copy 1*  
*No company line*

Mr. Joseph Blynch  
 1818 S.W. 70th Blvd  
 South City, NY

*Copy 2*  
*Company name in «company» field, so it's printed*

Ms. January Bloom  
 Microsoft Corporation  
 16011 N.E. 36th Way  
 Redmond, WA

*Copy 3*

Dr. N.B. Knees  
 2499 Medical Assoc. Center  
 17 Hemlock Place  
 Downy, CA

*Copy 4*

Master Alford Aston III  
 29300 Highlands Dr.  
 Laredo, TX



**For information on**

Main and data documents; the IF instruction

**See**

Form Letters

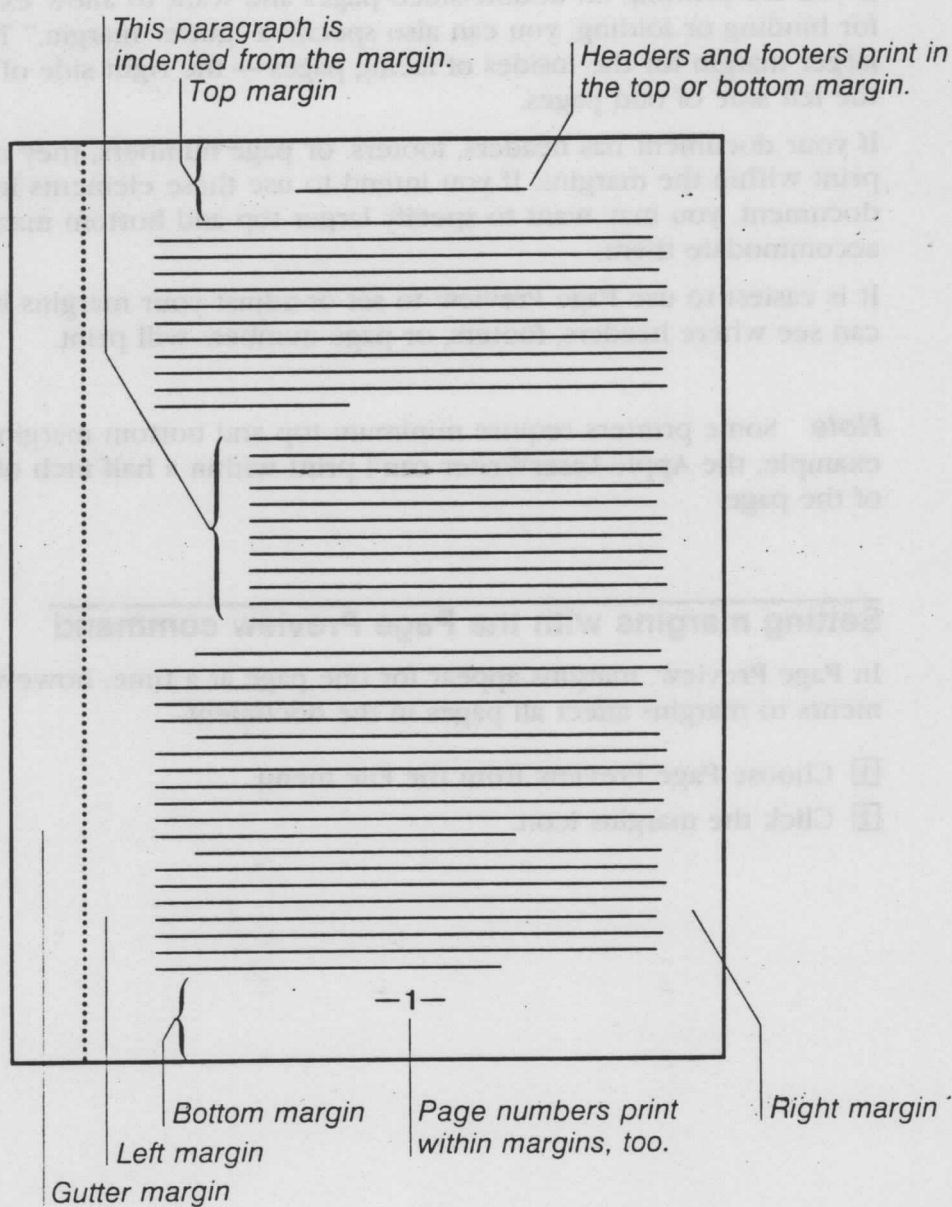
## Margins

The margin is the space between the edge of the paper and the text area. You set margins for the entire document. To vary the amount of space between the text and margins for just part of a document, you use indents.

Note the difference between margins and indents: An indent is space you add around text for emphasis, in addition to the margins. You set margins for the entire document; you use indents to emphasize a paragraph or two.

Word's default settings for margins are 1 inch top and bottom, and 1.25 inches left and right. There are two ways to change the margins:

- Drag the margins in Page Preview.
- Type new measurements in the Page Setup dialog box.



If you are printing on double-sided pages and want to allow extra space for binding or folding, you can also specify a “gutter margin.” This is a larger margin for the insides of facing pages — the right side of even pages, the left side of odd pages.

If your document has headers, footers, or page numbers, they need to print within the margins. If you intend to use these elements in your document, you may want to specify larger top and bottom margins to accommodate them.

It is easiest to use Page Preview to set or adjust your margins because you can see where headers, footers, or page numbers will print.

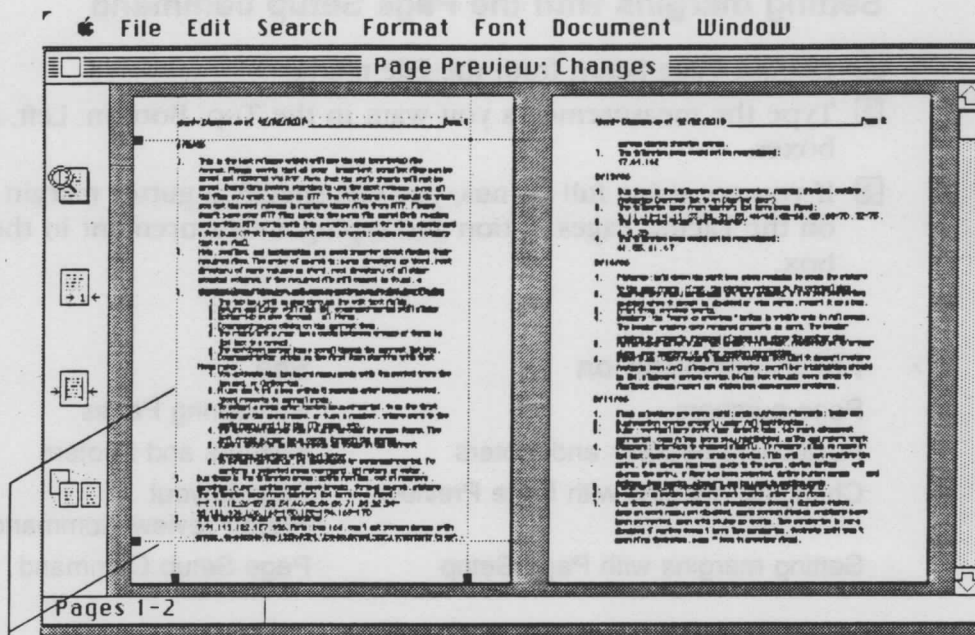
**Note** Some printers require minimum top and bottom margins. For example, the Apple LaserWriter can't print within a half inch of the edge of the page.

---

### Setting margins with the Page Preview command

In Page Preview, margins appear for one page at a time; however, adjustments to margins affect all pages in the document.

- 1 Choose Page Preview from the File menu.
- 2 Click the margins icon.



Margin lines are displayed on the page.

- 3 Drag the black boxes at the ends of the margin lines to adjust the margins.

Word shows the position of the margin in the lower-left corner of the window as you drag.

- 4 When you are satisfied with the position of the margins, double-click on the page or click anywhere outside the page.

Word repaginates with the new margins.

## Setting margins with the Page Setup command

- 1 Choose Page Setup from the File menu.
- 2 Type the measurements you want in the Top, Bottom, Left, and Right boxes.
- 3 If you are using full menus, you can specify a gutter margin by turning on the Facing Pages option and typing a measurement in the Gutter box.

### For information on

Page numbers  
Positioning headers and footers  
Changing margins with Page Preview  
Setting margins with Page Setup

### See

Numbering Pages  
Headers and Footers  
Page Layout  
Page Preview Command  
Page Setup Command

## Math

With Word you can add, subtract, multiply, divide, and calculate percentages for selected numbers. To do this, you enter the numbers and the desired operators, select numbers and operators, and choose the Calculate command. Word displays the result in the lower-left corner of the window and puts a copy on the Clipboard, so you can paste it wherever you want.

The Calculate command is especially useful if you want to select a column of numbers in a table and calculate the total.

The following table shows the operators to use with numbers you want to calculate. You can type operators on the keyboard or the keypad.

To	Use
Add	+ or no operator
Subtract	- or parentheses around a number
Multiply	*
Divide	/
Calculate percent	%

Type the +, -, \*, and / operators before a number, and type % after a number.

If you are working with columns of numbers that you want to add, you need not type an operator. If you don't type an operator with a number, Word assumes a + and adds the number when calculating. If you enclose a number in parentheses, Word subtracts that number when calculating.

Word calculates from left to right, and from top to bottom. There is no precedence of operators. Word sees parentheses as an indication of a negative number, rather than as an indication of a group of figures.

If one of the numbers included in the calculation contains a comma, Word treats the comma as part of the number (for example, 1,000) and shows commas in the result. Word ignores other characters often associated with numbers (for example, \$ or #).

When Word calculates, it displays results with the same number of decimal places as the number with the most decimal places in the selection.

Word reads only numbers and operators when calculating in a selection. Text in the selection is ignored.



## Performing math calculations (Full Menus)

- 1 Type the necessary mathematical operator for each number you want to calculate.
- 2 Select all the numbers and operators you want to calculate.  
To select a column of numbers in a table, press Option and drag across the numbers you want to select.
- 3 Choose Calculate from the Document menu.
- 4 If you want to insert the result into your document, position the insertion point and choose Paste from the Edit menu.  
If you paste to a selection, the result replaces the selection.

Item	Amount	Pay date	Payor
Salary	\$2378.40	5, 20	GH Compass Works
Savings	52.50	25	Royal Heights Savings
Note	106.75	1	I.N. Lovejoy
Royalties	500.00	15	West Lake Publishing
Total	\$		

3037.65 Normal+...

Total is displayed here.

**For information on**  
Working with columns

**See**  
Columns  
Tabs and Tables

## Measures

Word uses inches as the default horizontal unit of measure. Word uses points as the default vertical unit of measure for line spacing and paragraph spacing.

There are two ways to change the unit of measure:

- To express one measurement in a different unit from the default, type a unit (such as *in*, *pt*, *cm*) after a value in a text box.
- To change the default unit of measure to a different unit, choose Preferences from the Edit menu (full menus only) and click an option under Measure.

With Word, you can use these units of measure:

Unit	Approximate equivalents
Inch (in)	1 in = 2.54 cm = 72 pts
Centimeter (cm)	1 cm = .39 in = 28.35 pts
Point (pts)	1 pt = 1/72 in = .035 cm

Points are units of measure commonly used in typesetting and printing.

Measurements you type in text boxes can be accurate to 1/20 point.

### For information on

Changing the unit of measure

### See

Preferences Command

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## Menus

Microsoft Word has two sets of command menus: short menus and full menus.

When you start Word for the first time, you see the short menus. From then on, Word starts with the set of menus you were using when you last quit.

### Short Menu

Short menus contain commands needed to create routine documents, such as letters, reports, and memos. Short menu commands perform the most common word processing tasks — such as moving, copying, printing, and so on. Short menus make it easy to learn the basic commands, so that you can become productive quickly.

### Full Menu

Full menus contain all the same commands as short menus, plus commands for more advanced or specialized tasks. You can use more complex formatting, plus use such features as outlining, sorting, styles, and glossaries. Also, some command dialog boxes contain additional options when used with full menus.

### Customizing Menus

If you use certain fonts, formats, styles, documents, or glossary entries frequently, you can add them to the pull-down menus so they'll be more convenient to use.

For example, if you want to add the date to each document you work on, you can add the "date" glossary entry as a command on a menu. Then you only have to choose that command to insert the current date.

Word has a special menu — the Work menu — for adding documents, glossary entries, and styles. The Work menu does not appear if it is empty. When you add a command to it, it appears to the right of the Window menu.

You can also add formatting commands to the Format menu, and fonts and font sizes to the Font menu.

If you have more commands than you can see on a menu, drag the mouse down past the bottom of the screen. Similar commands (for example, document names) are grouped, with groups separated by dotted lines.

As your work requirements change, you can adjust menus accordingly. Word remembers menu changes from session to session.

You can customize menus only when you're using full menus. Whenever you choose Short Menus, Word shows the short menus in their original form. When you return to full menus, Word shows the customized menus.

You can subtract any commands you've added. You can also subtract commands on the Font menu and the commands on the Format menu below the Plain Text command.

## What You Can Add to Menus

The following table lists what you can add, which menu you can add it to, and which command to choose so you can select it from the dialog box.

You can add	To	Choose
Document name	Work menu	Open: or click document title bar
Glossary entry	Work menu	Glossary
Style name	Work menu	Style. Define Styles
Character formats	Format menu	Character
Fonts, font sizes	Font menu	Character
Paragraph formats:	Format menu	Paragraph
Side-by-Side		
Page Break Before		
Keep With Next ¶		
Keep Lines Together		
All border options		
Ruler icons:	Format menu	Paragraph
All alignment options		
All spacing options		
Normal paragraph icon		
Section formats:	Format menu	Section
First Page Special		
Column Number		

When Word makes a ruler icon a command, the command appears on the menu in words rather than as an icon. For example, the icon that centers a paragraph becomes the Centered command on the Format menu.

You can add numeric settings to menus by typing a number in a text box, then clicking the option using the + pointer. For example, to use character spacing other than Normal, type a measurement in the By box, then click the spacing you want: Condensed or Expanded. Or type any size in the Font Size box and click the words "Font Size" with the + pointer.

You can add numeric settings for the following formats:

Superscript

Subscript

Condensed

Expanded

Number of columns

**Note** Do not use + (plus) or - (minus) on the numeric keypad to add or subtract menu commands.



---

### **Adding commands to menus** (Full Menus)

- 1 Press Command-Option-+ (plus).  
The mouse pointer becomes a bold + (plus).
- 2 Choose the command that contains the document, glossary entry, style, or format you want to add to a menu as a new command.
- 3 In the dialog box, click the document, glossary entry name, style, or format you want to add to the menu, or click a paragraph format icon on the ruler.  
If you are adding a glossary entry, you need to press Cancel to complete the command. If you are adding a document, click the Open button.

If you want to add a command and then add additional commands from that dialog box, press Shift when you click. This adds the command to the menu, but leaves the dialog box on the screen.

---

### **Subtracting commands from a menu** (Full Menus)










- 1 Press Command-Option-- (minus).  
The mouse pointer becomes a bold - (minus).
- 2 Choose the command you want to delete from the Work menu, Font menu, or Format menu.

**For information on**  
Changing menus

**See**  
Full Menus/Short Menus Command

## Mouse Pointers

As you work with Word, you'll notice that the mouse pointer often changes shape to indicate the type of action that is taking place. Here is a list of the more common ones you'll see:

-  The pointer is in the window border.
-  The pointer is in the selection bar, ready to select a block of text.
-  The pointer is in the window.
-  Use this pointer to select a command you want to add to a menu.
-  Use this pointer to select a command you want to subtract from a menu.
-  Use this pointer to select a command or option you want help with.
-  In Page Preview, use this pointer to select an area you want to magnify.
-  In Page Preview, use this pointer to position the page number.
-  This indicates that Word is performing a task.

## Mouse Techniques

The following table provides a review of basic mouse techniques.

To	Do this
Choose	Pick a command by positioning the pointer on the menu name, then dragging the highlight down the menu to the command you want and releasing the mouse button.
Click	Position the pointer on something, then press and release the mouse button.
Double-click	Position the pointer on something, then rapidly press and release the mouse button twice.
Drag	Position the pointer on something, hold down the mouse button and move the mouse in the desired direction, then release the button. You often do this to move something to a new location or to select something.
Point	Position the left-pointing arrow on or just next to something you want to choose.
Scroll	Move a document in its window so that text in another part of the document is visible; you use the scroll bars and scroll box to do this.
Select	Select by pointing to something and clicking, double-clicking, or dragging across the object.

**For information on**

Scrolling the window

Selecting text

**See**

Scrolling

Selecting

---

## Moving Text

You can move text within a document, between documents, or between programs.

There are two ways to move text:

- Use the Cut and Paste commands on the Edit menu.
- Press Command-Option-X (available with full menus only).

When you remove text from a document with Cut, it is placed on the Clipboard. You can then paste it into the new location that you select. The Clipboard holds only the most recent text placed there.

Text moved with Command-Option-X does not go to the Clipboard.

---

### Moving text with the Cut and Paste commands

- 1 Select the text you want to move.
- 2 Choose Cut from the Edit menu.
- 3 Position the insertion point at the new location, or select text to be replaced.
- 4 Choose Paste from the Edit menu.

### **Moving text with Command-Option-X (Full Menus)**

- 1 Select the text you want to move.
- 2 Press Command-Option-X.  
The "Move to" prompt appears in the lower-left corner of the window.
- 3 Position the insertion point at the new location, or select text to be replaced.  
You can scroll or change the selection as you normally do. If you select text to be replaced, it appears with a dotted underline, instead of highlighted.
- 4 Press Enter or Return to complete the move.

You can quickly move text while you type. At the insertion point, press Command-Option-X, and then select the text you want to move. When you press Enter or Return, Word moves the selected text to the insertion point.

When you press Command-Option-X, Word prompts you for the next action with a message in the lower-left corner of the window — "Move to" when you have already selected text to move, and "Move from" when you still need to select the text to move.

#### **For information on**

Using Cut and Paste

Copying text

Moving text between programs

#### **See**

Cut Command

Paste Command

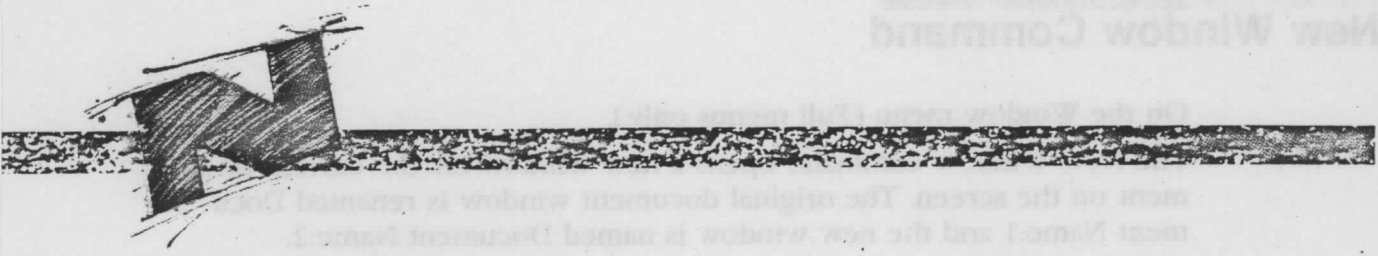
Copy Command

Copying Text or Formats

Paste Command

Your Macintosh owner's guide

Appendix C, "Using Word with Other Programs"



## New Command

On the File menu.

The New command displays a new, blank document window. Normal style is assigned to the first paragraph in a new window.

The last new window you create is the active window. Word automatically zooms the new document window so it is full size. Documents you had open before choosing New remain open but are covered by the new document. You can click the zoom box to see the documents beneath the new document window.

If you already have many windows open, you may not be able to choose New; it will be dimmed on the menu. Close one of the windows, then choose New again.

You can also use the New command to create a new dictionary for checking spelling. To do this, you choose New while the Spelling dialog box is on the screen.

**Important** If you choose New while the Glossary dialog box is on the screen, Word clears all glossaries except Standard Glossary.



---

## New Window Command

On the Window menu (Full menus only).

The New Window command opens a new window for the current document on the screen. The original document window is renamed Document Name:1 and the new window is named Document Name:2.

Word automatically zooms the new document window so it is full size. Documents you had open before choosing New Window remain open but are covered by the new document. You can click the zoom box to see the documents beneath the new document window.

You can use New Window to look at a different part of your document — for example, if you are working at the end of the document and need to check something in the middle (without losing your place). Because the windows contain the same document, any changes you make in one window apply to both.

---

## Numbering Lines

You add line numbers to your document with the Section command on the Format menu.

Line numbers appear when you print. They do not appear on your screen unless you choose Page Preview.

## **Adding line numbers** (Full Menus)

- 1** Select the paragraph(s) whose lines you want numbered.
- 2** Choose Section from the Format menu.
- 3** Turn on the Line Numbering option, then specify any of the following options:

To start line numbers at 1 at the top of each page, click By Page.

To restart line numbering at 1 at the beginning of each section, click By Section.

To number lines sequentially throughout the entire document, click Continuous.

To show every fifth or tenth line, or any other increment, type the increment in the Count By box.

To specify the distance between the end of the line numbers and the beginning of the text, type a measurement in the From Text box. The defaults are 0.25 inch for single-column, 0.13 inch for multiple columns.

Word does not number lines in footnotes.

## **Suppressing line numbers for parts of a document** (Full Menus)

You can suppress line numbers for some paragraphs in your document with the Paragraph command. Lines in those paragraphs will not be included in the line count.

- 1** Select the paragraph(s) you want to leave unnumbered.
- 2** Choose Paragraph from the Format menu.
- 3** Turn off the Line Numbering option.

**For information on**  
Numbering lines in long documents

**See**  
Long Documents

## Numbering Pages

Word offers a wide variety of page numbering choices. You can control where the page numbers appear on the page, which pages they appear on, the page number format, and what number to start with (numbering sequence). You can vary page numbering format, position, and sequence from one section to another.

Page numbers print within the margins. Word's default page number format prints page numbers within the 1-inch top margin at a half inch from the top of the paper and a half inch from the right edge.

If you specify a measurement that would cause page numbers to overlap the text area, Word adjusts the margins automatically. To avoid this automatic adjustment, you can type a negative number in a Margin box in the Page Setup dialog box; Word uses the absolute value of the number as the margin width.

Some printers require minimum top and bottom margins where page numbers won't print. For example, the Apple LaserWriter can't print within a half inch of the edge of the page.

Word also has options for controlling page numbering sequence, page number position, and page number format. You can also change the default settings for page numbers.

Page numbers appear when you print. They do not appear on your screen unless you choose Page Preview from the File menu.

You can use any of the following commands to number pages in a document:

- The Page Preview command (File menu)

When you add page numbers with Page Preview, you can see right away how they'll look when the document prints. However, you cannot change page number format or sequence with Page Preview.

- The Open Header/Footer commands (Document menu)

Use Open Header or Open Footer when you want to put a page number within the header or footer. However, you cannot adjust page number format or sequence in the header/footer window.

- The Section command (Format menu)

With Section, you can add page numbers, position them, and control page number format and sequence. The format and sequence affect all page numbers in the section, regardless of how they were inserted in the document.

If you specify a page number in the header or footer and specify an automatic page number in the same position, Word uses the page number you specified in the header or footer.

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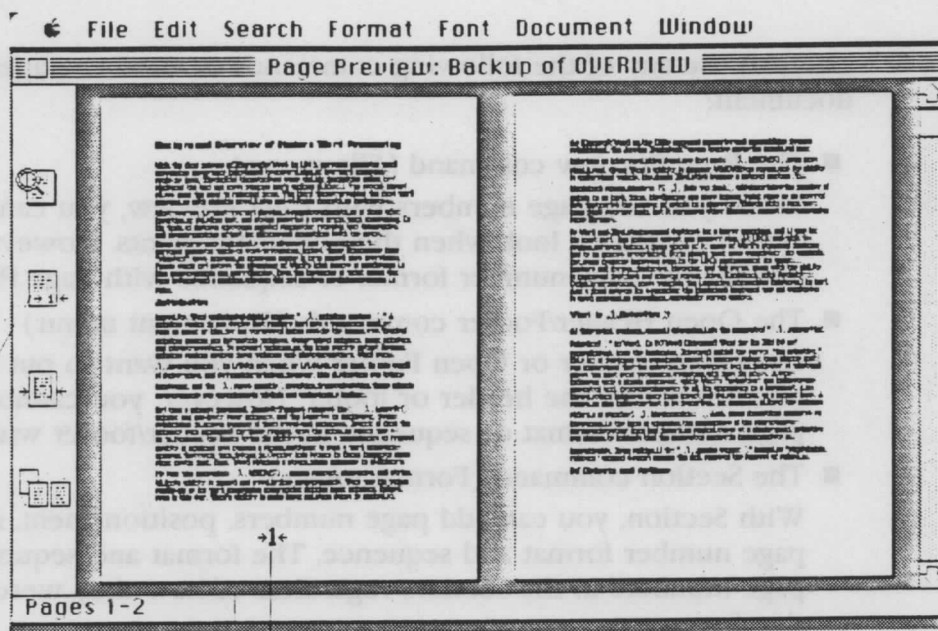
### **Adding page numbers with the Page Preview command**

- 1 Choose Page Preview from the File menu.

- 2 Click the page number icon.

The pointer changes to a page number.

- 3 Position the pointer where you want page numbers and click.



Click here...

...then move the page number pointer  
to the position you want and click.

If you position the page number pointer within the page and then drag, you'll see the position of the page number (relative to the upper-right corner of the page) in the lower-left corner of the window as you move the number.

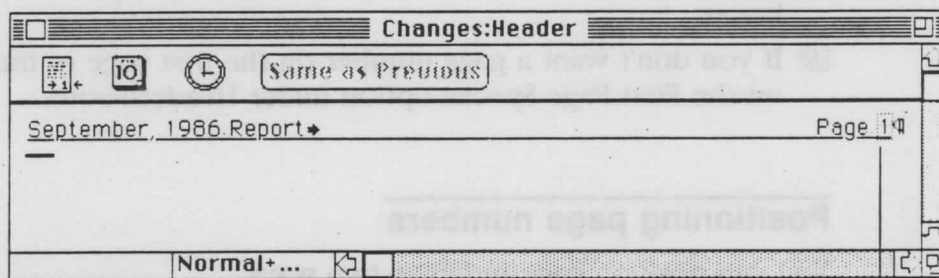
After you position the page number, you can move it to another location by clicking the page number icon again, then clicking where you want to move the page number.

When you add numbers with Page Preview, Word assigns a default style to the page numbers: Arabic numerals, with the current default font and font size.

## Adding page numbers with the Open Header/Footer commands

Use Open Header or Open Footer to add page numbers when you want to combine the page number with text — for example, “Page 10.”

- 1 Choose Open Header or Open Footer from the Document menu.
- 2 If you have header or footer text, position the insertion point where you want the page number. You may need to insert spaces or tabs to do this.
- 3 Click the page number icon to insert a page number.
- 4 Click the close box to close the header or footer window.



*Page number added to header*

To position the page number within a header or footer, use normal formatting techniques, such as inserting tabs.

To position the header or footer, use the Page Preview command or the Section command (full menus).

- 5 If you don't want a page number on the first page of the section, turn on the First Page special option under Header/Footer in the Section dialog box.



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### **Adding page numbers with the Section command (Full Menus)**

Use the Section command when you want the page numbers separate from headers or footers.

- [1]** If your document has multiple sections, position the insertion point in the section you want to number.
- [2]** Choose Section from the Format menu.
- [3]** Turn on the Page Numbering option.
- [4]** Word uses Arabic numerals (1,2,3) for page numbers. If you want to change the page numbering style (for example, to Roman numerals), click any of the other options.
- [5]** Type the page number position in the From Top and From Right boxes.
- [6]** If you don't want a page number on the first page of the section, turn on the First Page Special option under Header/Footer.

---

### **Positioning page numbers**

You can position page numbers two ways:

- To see the page as you position the page number, use the Page Preview command.
- To specify a more accurate measure, or if you don't need to see the page, use the Section command.

To position numbers with Page Preview, use the procedure described earlier under "Adding page numbers with the Page Preview command." Pay special attention to the position of the page numbers shown in the lower-left corner of the window.

To position page numbers with the Section command (full menus only):

- ☐ 1 If you don't know the size of your margins, choose Page Setup from the File menu and check them.
- ☐ 2 Choose Section from the Format menu and type the page number position in the From Top and From Right boxes. Make sure the measure is less than the margin measure.

You can use the From Top and From Right boxes in the Section command to position the page numbers in whichever margin you want. For example, if you want the page number to print a half inch from the bottom of an 11-inch page (instead of the top), you'd type *10.5* in the From Top box.

Make sure that you do not position the page number and the header or footer in the same place. If you want the page number in the header or footer, use the Open Header or Open Footer command.

If the Facing Pages option in Page Setup is turned on, Word uses the measurement you typed in the From Right box (in Section) to print the page number the specified distance from the right edge on right-hand pages, and from the left edge on left-hand pages.

---

### **Starting page numbering sequence (Full Menus)**

These procedures are optional; if you don't specify a page numbering sequence, Word numbers pages continuously throughout the sections of your document.

To start each section with page 1:

- ☐ Choose Section from the Format menu and turn on the Restart at 1 option.  
You must do this for each section for which you want page numbers to restart at 1.

To start the document at a page number other than 1:

- ☐ 1 Choose Page Setup from the File menu.
- ☐ 2 Type the number in the Start Page Number At box.

## Changing the page number defaults (Full Menus)

You may want to change the default setting if you often use a page number format different from Word's default page number format.

- 1 Choose Section from the Format menu.
- 2 Make the changes you want to the page numbering format and the page number position.
- 3 Click the Set Default button.

### For information on

Numbering pages in long documents

Using sections

Using Page Preview to add page numbers

Using headers and footers

Positioning parts of a document on the page

### See

Long Documents

Section Command  
Sections

Page Layout  
Page Preview Command

Headers and Footers  
Open Footer Command  
Open Header Command

Page Layout

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## Numbering Paragraphs

You can number paragraphs of text in a variety of ways with the **Renumber** command. You can specify simple or multi-level numbering. Here are some of the numbering possibilities with **Renumber**:

- Simple Arabic numerals: from 1. to ...
- Simple Arabic numerals starting at the number you specify: 102. to ...
- Simple Arabic numerals enclosed or followed by special characters: (1), -1-, 1:
- Numbers in different formats: you can choose from uppercase or lowercase letters of the alphabet or uppercase or lowercase Roman numerals.
- Legal or outline-style numbers for subordinate levels of text.
- Updated numbers after you've added or rearranged paragraphs.

## Numbering Levels

The **Renumber** command recognizes subordinate levels and numbers them accordingly. This allows you to number outlines or use legal numbering. Word determines the level of paragraphs in two ways:

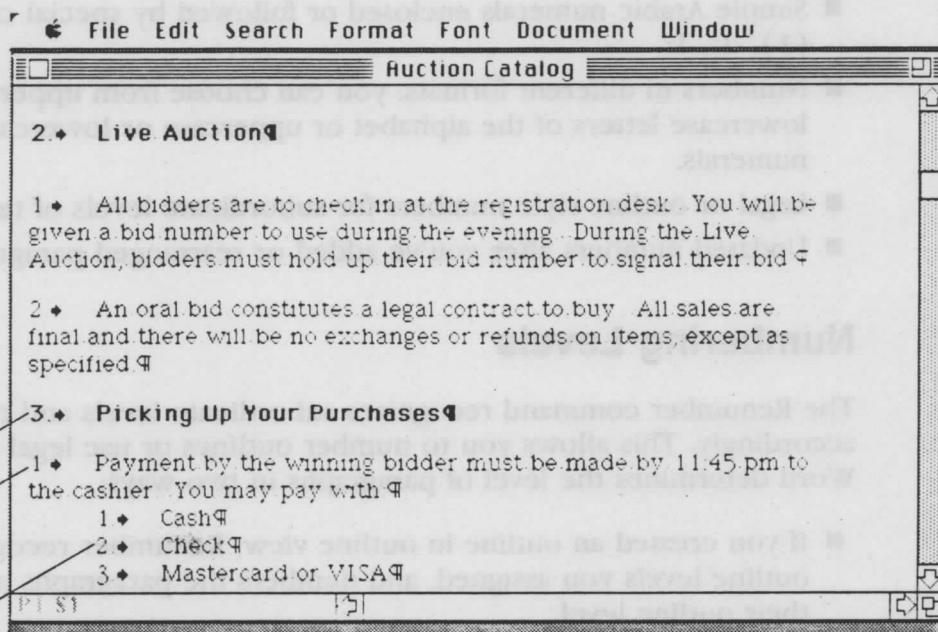
- If you created an outline in outline view, **Renumber** recognizes the outline levels you assigned, and numbers the paragraphs according to their outline level.
- If you are numbering paragraphs of text, **Renumber** uses the amount of indentation to assign a level—the further to the right a paragraph is indented, the more subordinate it is. To change indentation, you use the indent marker on the ruler. Indenting a paragraph or line with a tab does not change its level.

## Numbering Schemes

When you number paragraphs with different levels, you can choose one of two numbering schemes: the 1 option or the 1.1 option under Numbers in the Renumber dialog box.

- The 1 option gives you one number or component per level, like this:

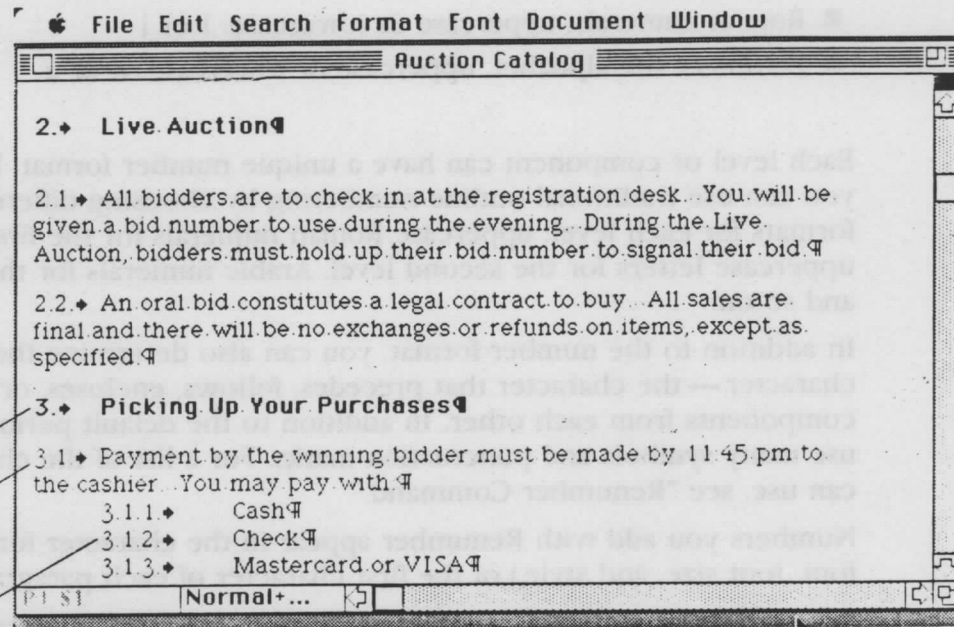
*Numbered paragraphs: The 1 option is chosen in the Renumber dialog box.*



*Each level displays only one number.*

- The 1.1 option gives you several components — the current number plus numbers for all superior levels, like this:

*Numbered paragraphs: The 1.1 option is chosen in the Renumber dialog box.*



*Each level displays all numbers in the series.*

The third option under Numbers — the By Example option — looks at the first paragraph in the selection and applies the numbering scheme it finds there to the rest of the selection.



## Number Formatting

You can designate the format of numbers — that is, whether they appear as:

- Arabic numerals: 1, 2, 3
- Roman numerals, uppercase or lowercase: I or i
- Letters of the alphabet, uppercase or lowercase: A or a

Each level or component can have a unique number format. For example, you can use traditional outline numbering by choosing different number formats for each level: uppercase Roman numerals for the first level, uppercase letters for the second level, Arabic numerals for the third level, and so on.

In addition to the number format, you can also determine the separator character — the character that precedes, follows, encloses, or separates the components from each other. In addition to the default period, you can use many symbols and punctuation marks. For a list of the characters you can use, see “Renumber Command.”

Numbers you add with Renumber appear in the character formatting (the font, font size, and style) of the first character of each paragraph.

When Word numbers paragraphs, it inserts a tab mark between the number and the text in the paragraph. The text aligns with the first tab stop for that paragraph. You may wish to move the tab stop, if the placement isn't what you want.

You can create paragraphs with hanging indents by aligning the lower left-indent marker with the first tab stop on the ruler and positioning the upper indent (first line) marker to the left. The numbers will appear to the left of the paragraph.

### **Simple numbering (Full Menus)**

This procedure tells you how to number paragraphs of one level only. You'll use Renumber's default options: Arabic numerals followed by a period and a tab mark.

- 1 Select the paragraphs you want to number.
- 2 Choose Renumber from the Document menu.
- 3 If you want to start with a number other than 1, type the number in the Start At box.

Word does not number paragraph marks without preceding text. When you select paragraphs you want Word to number, you can select several paragraphs, even if there are blank paragraphs between them for spacing purposes.

### **Simple numbering: varying the format (Full Menus)**

This procedure assumes you have only one level of paragraph.

- 1 Select all the paragraphs that you want to number.
- 2 Choose Renumber from the Document menu.
- 3 In the Format box, type a format symbol:

To specify	Type format symbol
Arabic numerals	1
Roman numerals, uppercase	I
Uppercase letters	A
Roman numerals, lowercase	i
Lowercase letters	a

### Changing separator characters (Full Menus)

- 1 Select the paragraphs containing the numbers you want to change.
- 2 Choose Renumber from the Document menu.
- 3 In the Start At box, type the starting number.
- 4 In the Format box, type format symbols and the separator characters.  
If you want a separator character to precede the number, type it first.

Here are some examples of ways to use separator characters:

- -1-
- (2)
- 1-a

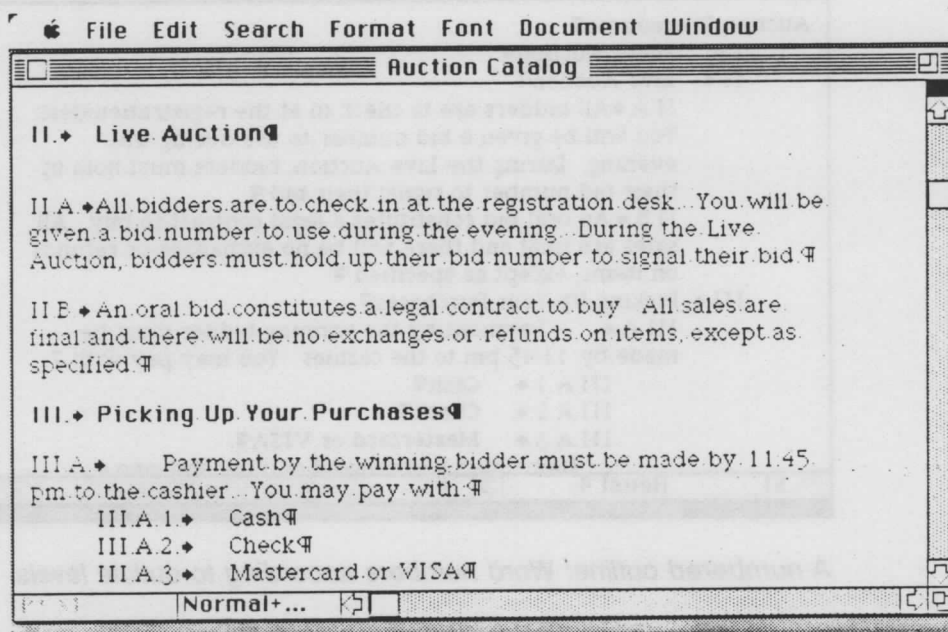
In the Format box, you can designate the separator characters and number format for subordinate levels. The first characters and format symbols you type will apply to the components in the first paragraph of the selection. You can type more format symbols and separator characters that will apply to subordinate levels in the selection. If you do not specify a separator character for a particular level, Word uses periods. If you do not specify a number format, Word uses Arabic numerals.

## Numbering with traditional outline format (Full Menus)

You can number an outline in the traditional way: first levels are numbered with uppercase Roman numerals, second levels with uppercase letters, third levels with Arabic numerals, and so on. You can number an outline you've created in outline view (see "Numbering in outline view," following, for more information), or an outline you created by changing the levels of indentation from paragraph to paragraph.

- 1 Select the paragraphs you want to number.
- 2 Choose Renumber from the Document menu.
- 3 In the Format box, type *I.A.1.a.i.*
- 4 If you want all components to show at each level, click 1.1 under Numbers. If you want just one component at each level, click 1.

Word numbers the paragraphs in traditional outline fashion.

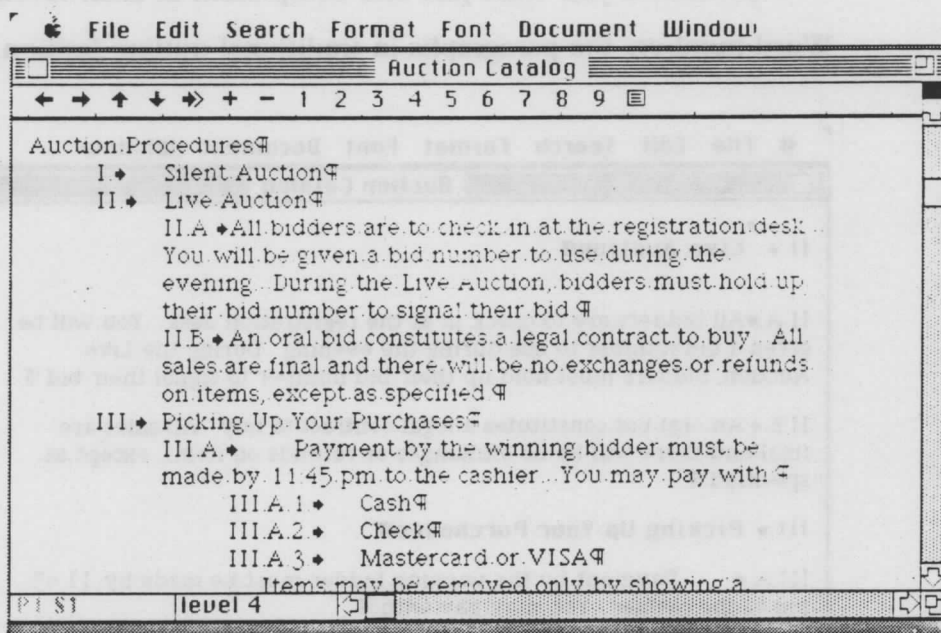


Numbered paragraphs in outline format: In the Renumber dialog box, I.A.1. is in the Format box, and the 1.1 option is chosen.

### Numbering in outline view (Full Menus)

Word numbers only expanded headings; you may need to expand and collapse headings before you number. Also, if you don't want your title (at level 1) numbered, don't include it in the selection.

- 1 Select the outline headings you want to number.
- 2 Choose Renumber from the Document menu.
- 3 In the Start box, type the starting number.
- 4 In the Format box, type the format symbols and separator characters. For example, type *I.A.1.a.i*.
- 5 If you want all components to show at each level, click 1.1 under Numbers. If you want just one component at each level, click 1.



A numbered outline: Word numbers according to outline levels.

### **Numbering selectively (Full Menus)**

You may want to number certain paragraphs only, such as headings or empty paragraphs. You can choose two ways to number selectively.

- 1** At the beginning of each paragraph you want numbered, type any number, followed by a tab mark. If you want to type a letter, follow it with a separator character and a tab mark.  
You can type a number and tab mark once, then use Command-A to repeat the insertion.
- 2** Select all the paragraphs you want to number, including any paragraphs in between that you don't want numbered.
- 3** Choose **Renumber** from the **Document** menu.
- 4** Click **Only If Already Numbered**.
- 5** In the **Start At** box, type the starting number.
- 6** In the **Format** box, type the format symbols and separator characters.

Word rennumbers only those paragraphs that had numbers already.

Because Word numbers expanded text only, you can also number selectively using outline view.

- 1** Choose **Outlining** from the **Document** menu.
- 2** Collapse any paragraphs you do not want numbered.
- 3** Choose **Renumber** from the **Document** menu.
- 4** In the **Start At** box, type the starting number.
- 5** In the **Format** box, type the format symbols and separator characters.
- 6** Choose **Outlining** again to return from outline view.

The collapsed paragraphs reappear, unnumbered.



### Updating numbers (Full Menus)

You can renumber to include new paragraphs you've added, or to change the numbering scheme.

- 1 Select the paragraphs you want to renumber.
- 2 Choose **Renumber** from the **Document** menu.
- 3 In the **Start At** box, type the starting number.
- 4 In the **Format** box, type format symbols and separator characters.
- 5 To change the numbering scheme, click another option under **Numbers**.

Word replaces existing numbers with new numbers and adds numbers to previously unnumbered paragraphs.

### Removing numbers (Full Menus)

If you have just renumbered a selection, you can undo the numbers by choosing **Undo** from the **Edit** menu before you do anything else. If you want to remove only certain numbers, select the number and the tab mark that follows and press **Backspace**.

To remove numbers for larger selections:

- 1 Select the paragraphs from which you want to remove numbers.
- 2 Choose **Renumber** from the **Document** menu.
- 3 Click **Remove**.

You can choose **Undo** immediately to restore the numbers.

**For information on**  
Separator character list  
Outlines  
Changing tab stops

**See**  
**Renumber Command**  
**Outlining**  
**Tabs and Tables**

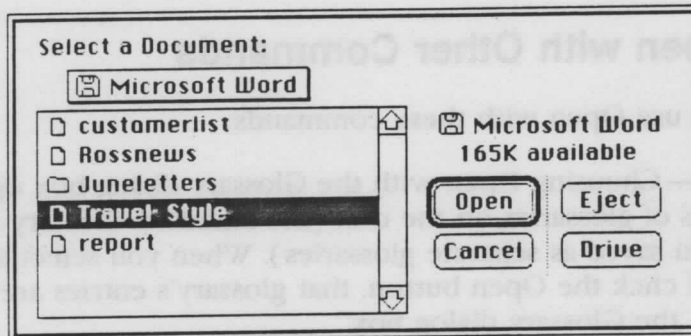


## Open Command

On the File menu.

The Open command gets a document from the disk and displays it in a window. The insertion point is placed at the beginning of the document.

Open also shows you which disk is in the disk drive and how much space is available on that disk.



**List box** Lists the names of all the Word documents and folders on the current disk. Icons to the left of the name indicate whether the item is a document or a folder. The list box also includes the names of any unformatted ASCII text documents of Macintosh file type "TEXT." The names of Microsoft Works, Microsoft Word, MacWrite, and Interchange format (RTF) documents will also appear in the list box. If the document has Interchange format, you will see a message asking if you want Word to interpret Interchange format as Word formatting, or open it as an ASCII document.

**Open** Opens the selected document.

**Eject** Ejects the disk whose name appears above the button. If you have another disk drive, Word then displays the contents of the disk in that disk drive. When you insert a disk in the empty disk drive, Word displays the contents of the disk you inserted.

**Drive** Displays a list of folders and documents on the disk in the other disk drive. Appears dimmed if you have only one disk drive, or if the other disk drive is empty.

## Using Open with Other Commands

You can also use Open with these commands:

- **Glossary** — Choosing Open with the Glossary dialog box open displays the names of glossaries on the disk (the Standard Glossary plus any others you saved as separate glossaries). When you select a glossary name and click the Open button, that glossary's entries are added to the list in the Glossary dialog box.
- **Define Styles** — Choosing Open when the Define Styles dialog box is open merges the style sheet for the document you open with the style sheet of the current document.
- **Spelling** — Choosing Open with the Spelling dialog box open displays a list of dictionaries on the disk; when you open one of them, Word checks that dictionary's contents (in addition to the main dictionary's) whenever you check spelling.

You can press Shift while choosing Open to display the names of all files on the disk — not just Word folders and documents. If you select a file and click the Open button, Word opens the file and reads it as ASCII characters. You can use this method to open files of other programs. These files may contain sequences of special characters or binary characters, which may show up as small boxes. You can remove the special characters and save the text as a Word document.

#### **For information on**

Using glossaries

Checking spelling

Using styles

#### **See**

Glossaries

Spelling

Define Styles Command

Styles Command

Styles: Formatting the Easy Way

## **Open Footer Command Open Header Command**

On the Document menu.

The Open Header and Open Footer commands create or display headers and footers for the current section. Headers and footers appear in the margins at the tops or bottoms of pages when you print or preview the document.

If you turn on the Facing Pages option in the Page Setup dialog box, these two commands become four commands: Open Even Header, Open Even Footer, Open Odd Header, and Open Odd Footer. If you turned on First Page Special in the Section dialog box, you'll also see Open First Header and Open First Footer.

Header and footer windows include icons for adding page numbers, the printing date, or printing time to headers and footers in your printed document. These icons represent placeholders that tell Word to insert the current date and/or time when you print, or to insert the appropriate page number when the document is repaginated.

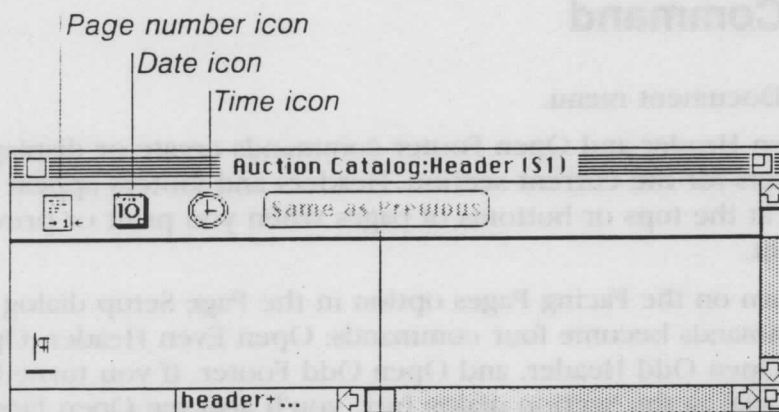
You type, edit, and format paragraphs for headers and footers as you do any other text. Headers and footers can include more than one paragraph.

Once you create headers and footers, they do not appear with your document text in the document window. You need to use Open Header, Open Footer, or Page Preview to look at them.

You can use Page Preview to adjust a header's or footer's vertical position within the margin.

To horizontally position a header or footer (for example, to center it), use the Paragraph command.

When you choose Open Header or Open Footer, you see the following window. In addition to the document title, the window title bar shows the type of header or footer and the section number, if applicable.



*This button is available only if you are working with full menus.*



**Page number icon** Inserts a page number in the header or footer. The page numbers follow the format specified in the Section dialog box.

**Date icon** Inserts the date of printing in the header or footer. The date appears in month/day/year format.

**Time icon** Inserts the time of printing in the header or footer. The time appears in hours:minutes format.

**Same as Previous** Tells Word to use the same header or footer for the current section as was used in the previous section. If your document has a previous section, the text for that header or footer appears in the window and Same as Previous is dimmed. However, if you change or edit that text, Same as Previous is outlined, and you can use it to go back to the previous version of the header or footer.

**For information on**

Setting the system clock  
Creating headers and footers  
Aligning headers and footers  
Positioning headers and footers

**See**

Your Macintosh owner's guide  
Headers and Footers  
Paragraph Command  
Headers and Footers  
Page Layout  
Section Command

## Outline Command

On the Format menu.

The Outline command displays selected characters as white characters outlined in black, or removes the outline format if the characters are already outlined.

This text is in outline format.

**For information on**

Formatting characters

**See**

Character Command  
Character Formatting



## Outlining

An outline is a list of ideas arranged to show how the ideas relate to one another. An outline can serve as the backbone of a document, as the structure that organizes the development or presentation of information.

Using an outline can help you write high-quality documents more quickly and efficiently. Using an outline helps you:

- Structure information and display the relationships among ideas.
- Reorganize a document with a few keystrokes.
- Go through and look at parts of your document quickly — even more quickly than scrolling through the document text.

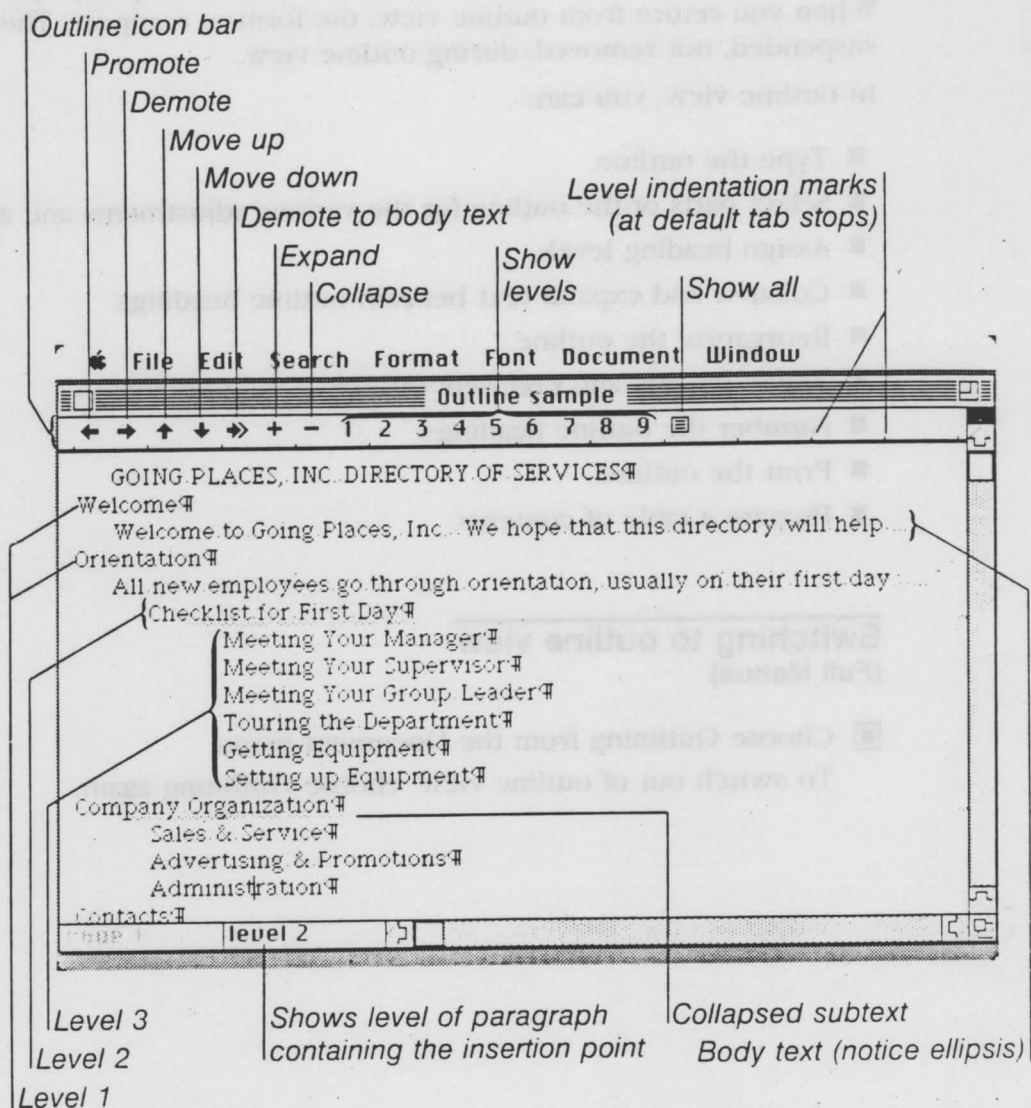
In Word, the outline is just a different view of the document, rather than being a totally separate document. Changes you make to the outline automatically become a part of the document, and vice versa. Therefore, the outline does not need to be saved separately.

Outline structure consists of two kinds of paragraphs:

- Headings, which are the main ideas or topics.
- Body text, which is the text that explains the main ideas.

Paragraphs with one of the styles “level 1” through “level 9” are treated as outline headings. Paragraphs with other styles are treated as body text.

When you switch to outline view, Word displays the outline icon bar, which you use to manipulate the headings and text in the outline. The format emphasizes the structure of the document.



Notice that each heading level is indented an amount corresponding to its level. Body text is indented half a level more than the heading level it falls under. Notice also that the full text of headings appears in outline view, but only the first line of body text, followed by an ellipsis, appears.

In outline view, Word does not display character or paragraph formats. When you return from outline view, the formats reappear. They are only suspended, not removed, during outline view.

In outline view, you can:

- Type the outline.
- Select parts of the outline for the various adjustments and alterations.
- Assign heading levels.
- Collapse and expand text beneath outline headings.
- Reorganize the outline.
- Travel quickly and precisely through a long document.
- Number the outline headings.
- Print the outline.
- Prepare a table of contents.

---

### Switching to outline view (Full Menus)

- ☐ Choose Outlining from the Document menu.

To switch out of outline view, choose Outlining again.

### **Typing the outline (Full Menus)**

- 1** Type the first heading and press Return.  
This inserts a first-level heading paragraph and starts another first-level heading.
- 2** Type the rest of the outline paragraphs, assigning levels as you type:  
If the paragraph is at the same level as the previous paragraph, continue typing.  
If the paragraph is at a lower level than the previous paragraph, press the Right Arrow key to demote the heading level.  
If the paragraph is at a higher level than the previous paragraph, press the Left Arrow key to promote the heading level.  
If the paragraph is body text, press Command-Right Arrow. However, because outline view displays only the first line of body text, long pieces of body text should be entered first as a heading, then turned into body text with Command-Right Arrow.

For full details of demoting and promoting paragraphs in an outline, see "Assigning heading levels," on the following page.

### Selecting parts of the outline (Full Menus)

Within a single paragraph of an outline, selecting text is the same as selecting text when not in outline view. You can select characters, words, lines, and sentences, as well as the whole paragraph.

Once the selection extends beyond the boundary of a single paragraph, the selection extends by whole paragraphs.

For most outlining actions, you will want to select whole paragraphs and, often, their subordinate headings and body text, too. All the headings and body text between two headings of the same level are called subtext of the heading preceding them.

It's easiest to use the selection bar to select paragraphs:

To select	Do this
One paragraph	Click in the selection bar next to paragraph.
Heading and its subtext	Double-click in the selection bar next to heading.

### Assigning heading levels (Full Menus)

Each paragraph in an outline is either a heading, which is associated with the styles "level 1" through "level 9," or body text, which has any other style. The commands in outline view that turn a paragraph into body text assign the Normal style.

The heading level of a paragraph shows its relationship to other headings in the outline. Body text is associated with a particular heading and is indented to show this relationship.

You can change the structure of the outline to reflect the relationships among ideas. To change the structure, you move headings around and assign them different levels.

To assign heading levels:

- 1 Select a paragraph.
- 2 To promote a heading or to promote body text to a heading, press the Left Arrow key or click the promote icon in the outline icon bar.  
To demote a heading, press the Right Arrow key or click the demote icon in the outline icon bar.  
To demote a heading to body text, press Command-Right Arrow or click the body text icon in the outline icon bar.

When you promote or demote a heading, you change the style that is applied to it and the amount of indent it has for outline display.

Because of this relationship between styles and outline headings and body text, you can promote or demote paragraphs outside of outline view by applying a different style. For example, to turn any heading into body text, apply a style other than one of the heading-level styles.

### **Collapsing subtext** **(Full Menus)**

In an outline, you can collapse a heading's subtext to hide the text.

- 1 Select the heading above the text you want to collapse.
- 2 Press - (minus) on the keypad or click the collapse icon on the outline icon bar.

When subtext is collapsed, it is replaced by a gray line under its heading.



The extent of the collapsing depends on the selection when you press the – (minus) key or click the collapse icon. If the selection is a whole paragraph, pressing – (minus) collapses all the subtext. If the selection is less than a paragraph, pressing – (minus) collapses the lowest level of paragraph in the subtext. Word considers body text as lower than level 9 headings.

Outlining experts may want to collapse specific headings regardless of their level:

- 1 Select the heading.
- 2 Press Command-– (minus).

Only the selected headings and body text disappear. This is convenient if you want some paragraphs to be hidden, but not others at the same level or below.

### **Expanding subtext (Full Menus)**

- 1 Select the heading above the text you want to expand.
- 2 Press + (plus) on the keypad or click the expand icon in the outline icon bar.

The subtext replaces the gray line.

The extent of the expansion depends on the selection when you press the + (plus) key or click the expand icon. If the selection is a whole paragraph, Word expands all the subtext.

If the selection is less than a paragraph, Word expands the next lower level of heading paragraph of the subtext. Body text is expanded after all headings are expanded.

---

### Displaying specific levels (Full Menus)

- Click a level number in the outline icon bar.

All headings below that level collapse. All headings of that level or higher are displayed, including those that were not on display at the time.

To expand all headings and body text:

- Press \* on the keypad or click the show all icon.

---

### Reorganizing the outline (Full Menus)

You can reorganize an outline, and therefore a document, by selecting and moving headings and body text. When subtext is collapsed, selecting its heading automatically includes the subtext in the selection.

In most cases, you will probably want to move subtext when you move a heading. To assure this, either collapse the subtext before selecting and moving the heading, or double-click in the selection bar next to the heading to extend the selection to the subtext.

To move paragraphs a short distance:

- 1 Select all the paragraphs you want to move.
- 2 Press the Up or Down Arrow, or click the up or down icon in the outline icon bar.

To move paragraphs farther than a few lines in the outline:

- 1 Select and collapse the headings you want to move.
- 2 Choose Cut from the Edit menu.
- 3 Position the insertion point at the new location.
- 4 Choose Paste from the Edit menu.

Changing the order of headings and body text does not change their levels.

### Traveling through a long document (Full Menus)

Because an outline displays a condensed view of a document, you can travel quickly through a long document.

- 1 Collapse the outline by clicking the "1" in the icon bar.
- 2 Select the heading for the text you want to travel to.  
If the headings on display would not bring you close enough to the text you want, expand the headings until you can select a heading nearer to where you want to be.
- 3 Choose Outlining from the Document menu to switch out of outline view.

### Numbering outline headings (Full Menus)

You can number the headings in an outline in several ways by using the Renumber command on the Document menu.

- 1 Select the outline.
- 2 Choose Renumber from the Document menu.
- 3 In the Format box, type the numbering sequence you want (for example, type *LA 1.a.i.*).

### **Printing an outline (Full Menus)**

Word prints only those paragraphs that are displayed when you choose Print; it does not print headings or body text that are collapsed.

- 1 Expand or collapse headings in the outline, until only the text you want to print is displayed.
- 2 Choose Print from the File menu.

### **Preparing a table of contents from an outline (Full Menus)**

- 1 Create your outline in the usual way.
- 2 Choose the Table of Contents command from the Document menu to compile the table of contents.

#### **For information on**

Automatic styles  
Using an outline to create a table of contents  
Numbering  
  
Sorting  
Definitions of outlining styles

#### **See**

Styles: Formatting the Easy Way  
Table of Contents  
Table of Contents Command  
Numbering Paragraphs  
Renummer Command  
Sorting  
Default Settings

## Outlining Command

On the Document menu (Full menus only).

The Outlining command turns outline view on and off in the active window pane. Turning on outline view has the following effects (the opposite effect occurs when you turn off outline view):

- Displays the outline icon bar.
- Turns the ruler off if it was on when you turned on outline view.
- Suppresses character and paragraph formats.
- Displays outline headings indented according to their levels.
- Displays one line of each paragraph of body text indented half an indent beyond the heading it is attached to and ending in an ellipsis if the text is longer than one line.
- Displays collapsed outline headings as gray lines.
- Changes the actions of the four arrow keys and the + (plus), - (minus), and \* (asterisk) keys on the keypad, so that they affect the structure and display of the outline.

### For information on

Creating an outline

### See

Outlining



## Page Layout

Once you've finished typing and editing your document, you'll want to focus on its overall appearance. For example, you will want to combine headers or footers and page numbers in such a way that your readers can immediately find information they want. Word has a large set of options for controlling design elements on the page, so you can design attractive and professional-looking documents.

Some documents will have one design throughout; for others, you will want to vary the design in some parts of the document. Word makes it easy to do this. You create a section for each part of the document that will have its own distinctive layout.

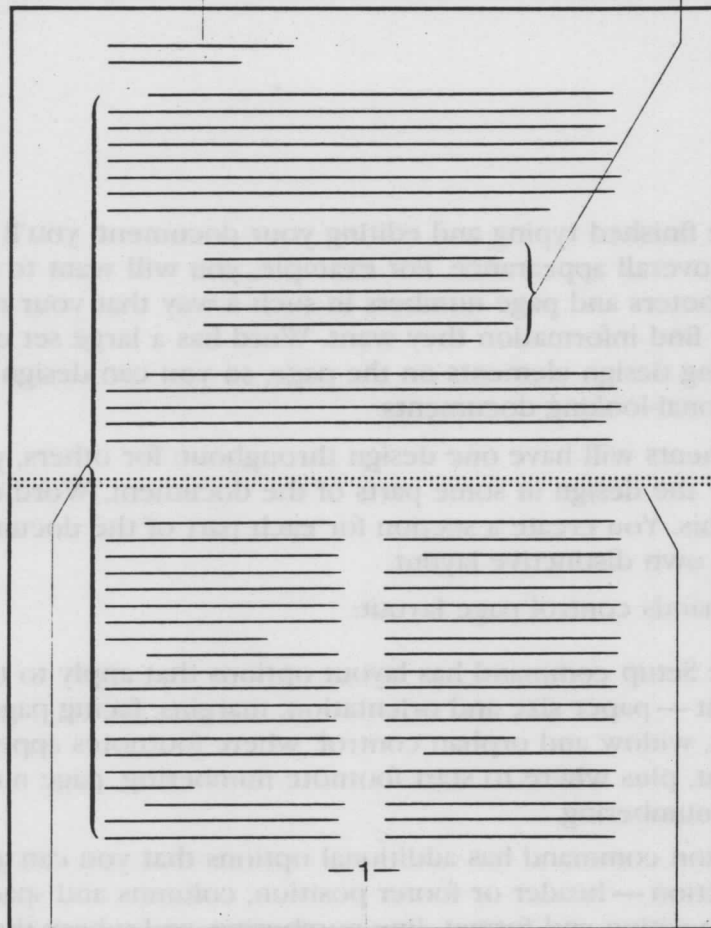
Three commands control page layout:

- The Page Setup command has layout options that apply to the entire document — paper size and orientation, margins, facing pages, default tab stops, widow and orphan control, where footnotes appear in the document, plus where to start footnote numbering, page numbering, and line numbering.
- The Section command has additional options that you can apply to just a section — header or footer position, columns and spacing, page number position and format, line numbering, and where the section starts.
- The Page Preview command shows you the page as it will appear when printed. Using Page Preview is just like printing your document, except that it takes less time and allows you to change some page layout elements, and to see how your changes will affect the document. It's a good idea to use Page Preview to check the layout before you print.



*This paragraph is indented  
from the margins.*

*Headers and footers print in  
the top or bottom margins.*



*Text area*

*Page numbers print  
in the margins.*

*You can insert a section mark  
to vary the layout.*

Word has default settings for page layout that you will be able to use for many of your documents.

Page element	Default
Page size	Letter (8.5 inches by 11 inches)
Margins	1.25 inches, left and right 1 inch, top and bottom
Footnotes	Automatically numbered At bottom of page Start at 1
Page numbers	Arabic numerals 0.5 inch from top and right Start at 1
Headers or footers	0.5 inch from top or bottom
Section	Starts new page

## Starting a New Section

For many documents, you'll have only one section; the settings in the Section dialog box will apply to the entire document.

Other documents that are longer or more complex will require different layouts. For example, a book may have headers that change from one chapter to the next, plus a table of contents and an index. Or you might want a two-column newsletter with a single-column banner at the top.

Each different layout requires a new section. In fact, Word automatically adds a section break after a table of contents and before the index when you compile them.

You might start a new section for any of the following reasons:

- To change header or footer content or position
- To vary the number of columns on the page
- To change page number format and sequence
- To change page number position
- To change footnote numbering
- To change where footnotes appear in the document
- To change the way lines are numbered
- To vary line numbering position and increment
- To start a new column, or to specify that a part of the document start on an odd or even page

### **Starting a new section** (Full Menus)

- 1 Position the insertion point where you want the new section to start, then press Command-Enter.  
Word puts the insertion point in the new section, just after the section mark. Now you can format the new section.
- 2 Choose Section from the Format menu.
- 3 Click an option under Section Start:
  - To start the new section format immediately below the section mark (with no page break), click No Break.
  - To start a new column after the section break (if the previous section and the new section have the same number of columns), click New Column.
  - To start a new page after the section break, click New Page.
  - To start the section on the next even-numbered page after the section break, click Even Page.
  - To start the section on the next odd-numbered page after the section break, click Odd Page.
- 4 Choose any other section options you want.

## Pagination

When you type a document, it is a single stream of text until you paginate it. Pagination is the process of “breaking” (or ending) pages and numbering them.

There are a number of things you may want to do before you paginate:

- If you don't want hidden text to affect pagination, make sure it is not displayed (Preferences command).
- Check your margins (Page Setup command); if you want a gutter margin, make sure the Facing Pages option is turned on and a measurement is specified in the Gutter box.
- Hyphenate your document (Hyphenate command).
- Make sure footnotes will appear where you want them — bottom of page, beneath text, or at the end of the document or section (Page Setup command).

With Word there are two ways to break pages:

- You can have Word automatically add page breaks.
- You can insert a manual (forced) page break.

**Note** If you've left New Page as the Section Start setting in the Section command, you will start a new page every time you start a new section.

The advantage to having Word add page breaks automatically is that Word automatically adjusts them if you need to reformat or add text. Word does not adjust or remove manual page breaks.

### **Paginating or repaginating automatically**

- To have Word insert automatic page breaks, choose Repaginate from the Document menu.
- To insert automatic page breaks and see the overall layout of the document, choose Page Preview from the File menu.

Certain other commands — Print, Index, and Table of Contents — always paginate while carrying out a task.

Word has options that make it easier to place automatic page breaks where you want them.

#### **This option**

#### **Does this**

Keep With Next ¶  
(Paragraph command)

Prevents a page break between two adjacent paragraphs. Use this option to keep tables, figures, or quotations together with the text introducing them or to keep a heading with the first paragraph of text following it.

Page Break Before  
(Paragraph command)

Inserts a page break before a paragraph; this is useful if you want a heading to start a new page.

Keep Lines Together  
(Paragraph command)

Keeps lines in a paragraph together on a page; this is useful for keeping lines in a table or in boxed text together.

Widow Control  
(Page Setup command)

Prevents single lines from being separated from the rest of a paragraph by a page break.

In general, Word repaginates only when necessary. Occasionally you may need to repaginate a document when you haven't made any changes to it. To do this, you need to "force" repagination. Usually you'd do this if you want to use a different printer.

To have Word repaginate a document that hasn't been changed since the last pagination:

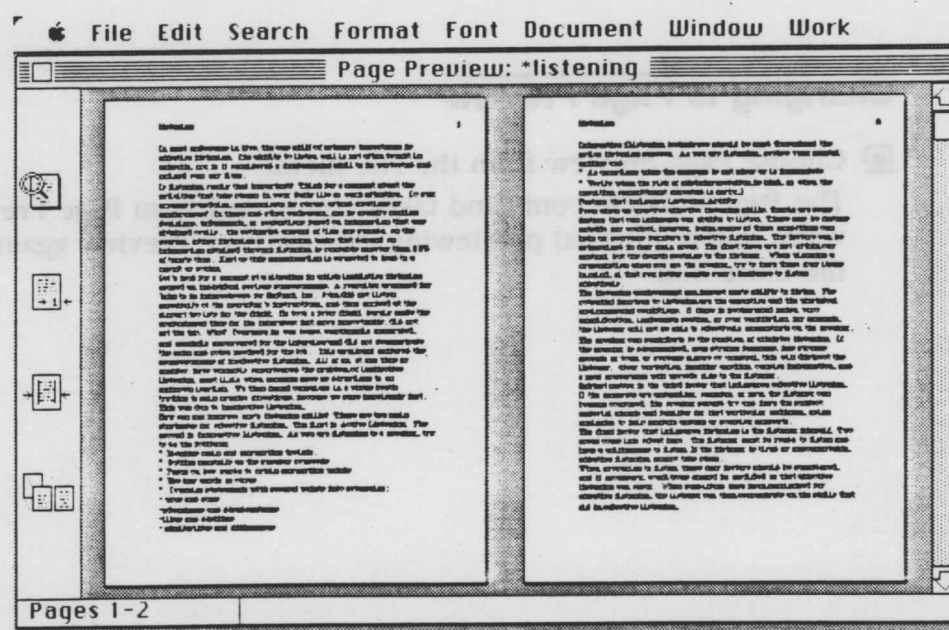
- Press Shift while choosing Repagate.

## Inserting manual page breaks

- 1 Position the insertion point where you want the page break.
- 2 Press Shift-Enter.

## Previewing Pages

The easiest way to check your page layout is to use the Page Preview command. Page Preview shows how the document will look when you print it.





You can see some portions of your document in Page Preview that you won't see in the document window:

- Header and footer position and text
- Page numbers
- Line numbers
- Footnote position and text
- Multiple-column page format
- Side-by-side paragraphs

When you check a document's layout with Page Preview, you can magnify portions of a page, preview a single page, and scroll through the pages.

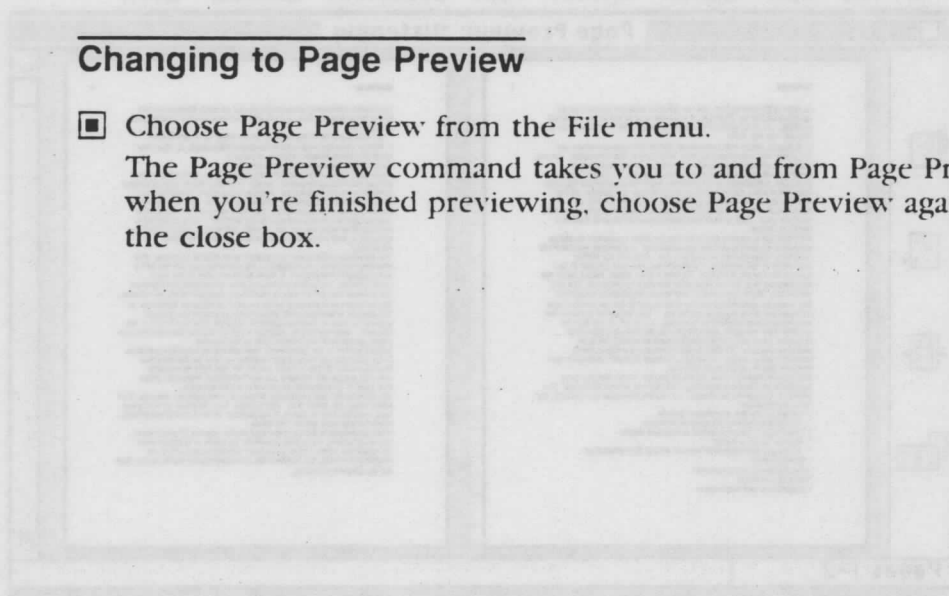
In addition to previewing the layout before printing, you can use Page Preview to:

- Adjust page breaks.
- Add page numbers and adjust page number position.
- Change the positions of margins.
- Adjust the positions of headers and footers.
- Print a page or range of pages.

### **Changing to Page Preview**

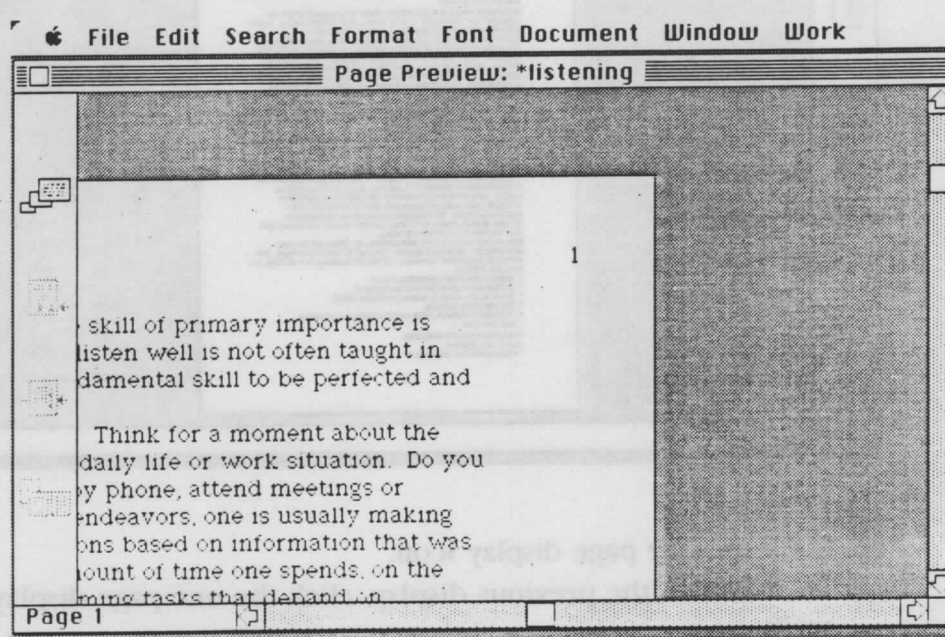
- Choose Page Preview from the File menu.

The Page Preview command takes you to and from Page Preview; when you're finished previewing, choose Page Preview again, or click the close box.



## Magnifying part of the page

- 1 Click the magnifier icon.  
The pointer changes to a magnifying glass.
- 2 Move the magnifier pointer to the part of the page you want to look at and click.
- 3 Click the icon again to go back to the view of the entire page. Or double-click anywhere within the document.

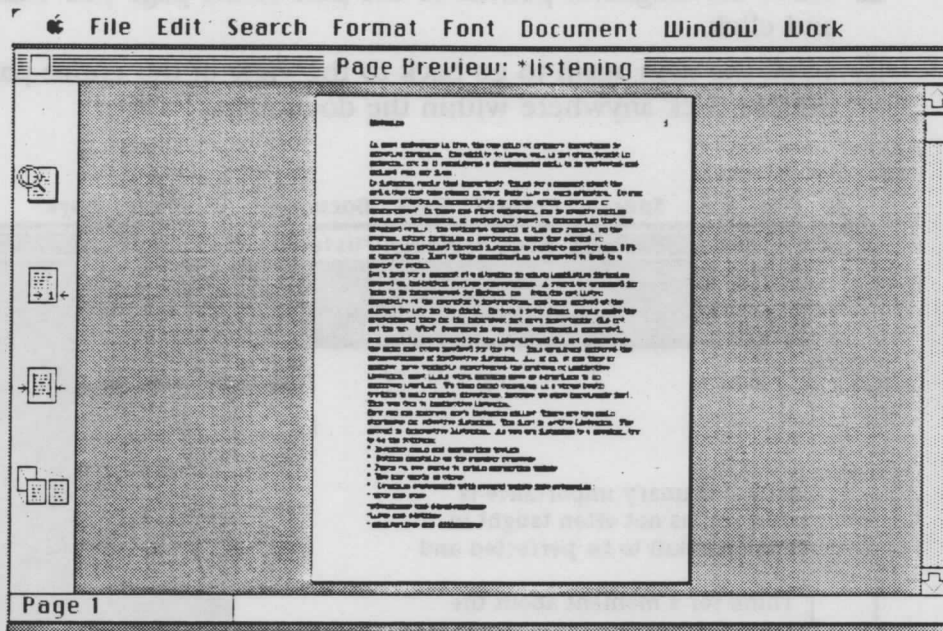


*Magnified page in Page Preview*

If you double-click the magnifier icon, Word magnifies the upper-left corner of the page.

## Previewing a single page

If you are working with a wide-orientation document or have a screen that is larger than the normal Macintosh screen, you can display a single page in Page Preview.



- ☒ Click the one page display icon.

To return to the previous display, click the one page display icon again.

If you hold down the Shift key when you click the icon, Word displays the page at the left of the window.

## Scrolling in Page Preview

Scrolling works slightly differently in Page Preview, so that you can see sets of pages at the same time.

To	Do this
Scroll to previous page	Click above the scroll box or press the Up Arrow key.
Scroll to the next page	Click below the scroll box or press the Down Arrow key.

If you've turned on the Facing Pages option in Page Setup (full menus only), the pages scroll two at a time. The first page of your document will be a right-hand page.

## Adjusting page breaks with Page Preview

Page Preview makes it easy to change page breaks and see the effects immediately.

Automatic page breaks appear as thin dotted lines; manual page breaks appear as dark gray lines. Section breaks appear as double dotted lines.

- 1 Choose Page Preview from the File menu.
- 2 Click on the margins icon.
- 3 Point to the page break (usually very close to the bottom margin).
- 4 Drag the page break up or down.

When you release the mouse button, the page is redrawn.

Dragging an automatic page break up removes the automatic break and inserts a manual page break at the new position.

Dragging a manual page break down removes it from its original position and inserts it at the new position. Word redraws the page display, filling the page with text until the text reaches the new manual page break. If Word needs to insert an automatic page break before the new manual page break, it does so and deletes the manual break.

## **Adding and positioning page numbers**

- 1** Click the page number icon.  
The mouse pointer turns into a page number.
- 2** Position the pointer where you want page numbers and click.  
To position the page number in the upper-right corner of the document page, double-click the page number icon.

You can also number pages with the Section command, or with the Open Header or Open Footer command. The Section command allows more control; you can specify very precise measurements in the text boxes. Open Header or Open Footer puts automatic page numbers in the header or footer.

## **Deleting page numbers added in Page Preview**

- 1** Click the margins icon so you can select a page number.
- 2** Drag the page number square off the page.
- 3** Click the margins icon again.



### **Changing margins**

- ☐ 1 Click the margins icon.
- ☐ 2 Drag the margins using the black boxes at the ends of the margin lines.
- ☐ 3 When the margins are where you want them, double-click on the page, or click outside the page.

Word repaginates and displays pages with the new margins.

### **Changing header or footer position**

- ☐ 1 Click the margins icon.
- ☐ 2 Drag the header or footer to the position you want.  
If you want to drag it across the text area (from top to bottom, for example), press Shift before you drag.

You can also position a header or footer in the text area by typing a negative number in the Top or Bottom text box, under Margins in the Page Setup dialog box.

### **Printing a page**

When you print in Page Preview, Word displays the Print dialog box with the number of the first page on the screen in the From and To boxes. You can change these numbers if you want to print additional or different pages.

- ☐ Choose Print from the File menu.



**For information on**

Changing margins  
 Laying out a page in multiple columns  
 Page numbers  
 Line numbers  
 Creating and positioning headers and footers  
 Creating and positioning footnotes  
 Paragraph formatting options  
 Options available in the Section command  
 Creating a title page  
 Putting together a long manuscript composed of several documents  
 Previewing your document layout

**See**

Margins  
 Columns  
 Numbering Pages  
 Section Command  
 Numbering Lines  
 Section Command  
 Headers and Footers  
 Footnote Command  
 Footnotes  
 Paragraph Command  
 Section Command  
 Title Page  
 Long Documents  
 Page Preview Command

## Page Preview Command

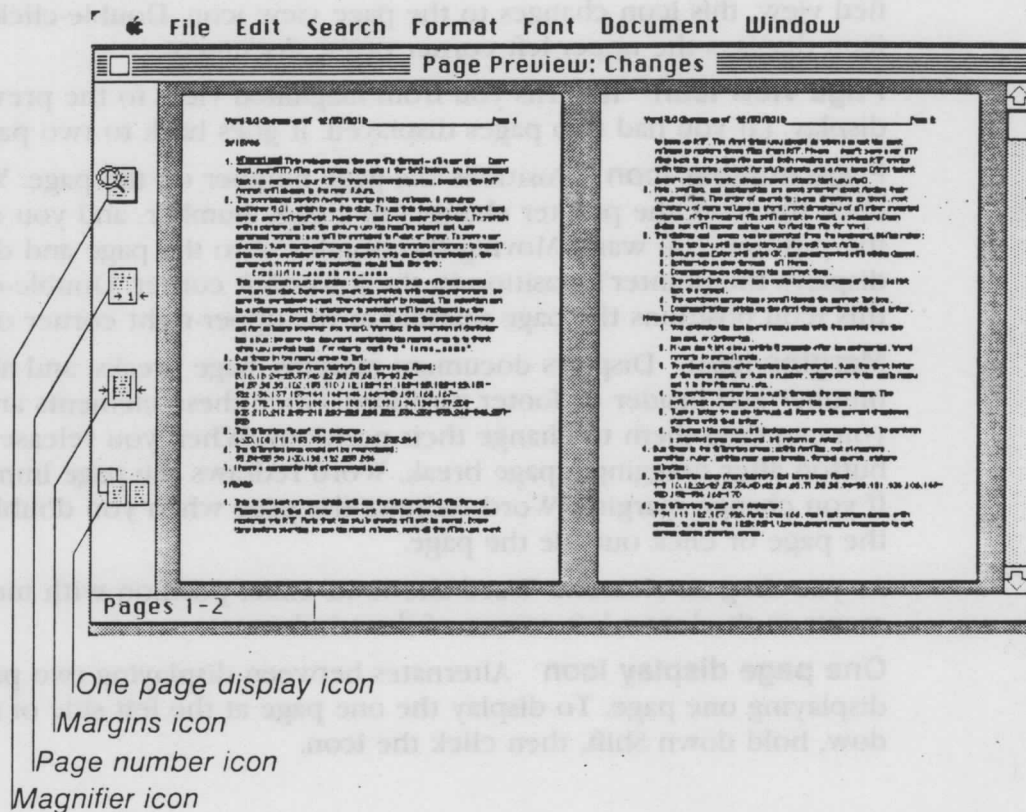
On the File menu.

The Page Preview command displays your document's pages one at a time, or two at a time, so you can preview and adjust them.

When you choose Page Preview, Word displays a simulation of two side-by-side printed pages from your document. With Facing Pages turned off in the Page Setup dialog box, the line at the top of the screen will appear on the left-hand page, and pages scroll one at a time. With Facing Pages turned on, pages scroll two at a time.

You can use the icons on the left side of the window to magnify part of the displayed page, to choose between single-page and double-page display, and to add or change the positions of the following elements:

- Page numbers
- Margins
- Page breaks
- Headers or footers



You can also use the keys on the keypad for scrolling up (8), down (2), left (4), and right (6). If you are in single-page view, 8 scrolls to the previous page and 2 scrolls to the next page. In double-page view (with Facing Pages turned on), 8 scrolls to the previous set of two pages, 2 goes to the next set.

For some monitors for the Macintosh, you may see only one page.

**Magnifier icon** Displays a magnified view of a part of the document. When you click this icon, the pointer changes to a magnifier, and you click the part of the page you want to see. Once the view is magnified, you can scroll to a different part of that page. When you switch to magnified view, this icon changes to the page view icon. Double-clicking this icon displays the upper-left corner of the document.

**Page view icon** Returns you from magnified view to the previous display. (If you had two pages displayed, it goes back to two pages.)

**Page number icon** Positions the page number on the page. When you click the icon, the pointer changes to a page number, and you can click the position you want. Moving this pointer onto the page and dragging displays the pointer's position in the lower-left corner. Double-clicking this icon positions the page number at the upper-right corner of the page.

**Margins icon** Displays document margins, page breaks, and also page number and header or footer positions. Once these elements are visible, you can drag them to change their positions. When you release the mouse button after dragging a page break, Word redraws the page immediately. If you change margins, Word redraws the page when you double-click the page or click outside the page.

As you drag an element, Word shows its exact position with measurements in the lower-left corner of the window.

**One page display icon** Alternates between displaying two pages and displaying one page. To display the one page at the left side of the window, hold down Shift, then click the icon.

## More About Page Preview

You can print the page or pages displayed by choosing Print while in Page Preview.

You leave Page Preview by choosing the command again, or by clicking the close box. When you leave Page Preview, Word saves your changes.

Settings you change in Page Preview are reflected in the corresponding commands—for example, if you change the margins, the Margins settings in Page Setup are changed too.

## Page Setup Command

On the File menu.

The Page Setup command controls settings affecting the whole document.

**Page Setup**

Paper: ☒ US Letter ☐ A4 Letter ☐ US Legal ☐ International Fanfold

Orientation: ☒ Tall ☐ Wide

Paper Width:  Height:

Margins: Top:  Left:  ☐ Facing Pages

Bottom:  Right:  Gutter:

Default Tab Stops:  ☒ Widow Control

Footnotes at: ☐ Bottom of Page ☐ Beneath Text ☒ Endnotes

☒ Restart Numbering Start Footnote Numbers at:

Start Page Numbers at:  Line Numbers at:

Next File:

OK Cancel Set Default

*Options in red are available only if you are working with full menus.*

This dialog box displays additional options if you're working with full menus.

The first time you start Word, all measurements in Page Setup are in inches. You can type a different unit of measure after the number, or you can use the Preferences command (Edit menu) to change to a different unit for all measurements.

**Paper** Lists standard paper sizes you can choose.

US Letter	8 1/2 inches wide, 11 inches high
US Legal	8 1/2 inches wide, 14 inches high
A4 Letter (European standard)	8 1/4 inches wide, 11 2/3 inches high
International Fanfold	8 1/4 inches wide, 12 inches high

**Orientation** Describes which way Word will print the page.

Tall	Prints lines across the width of the page.
Wide	Prints lines across the length of the page (sometimes called landscape mode). This setting changes the width of the text area.

**Paper Width** Shows the width of the paper you want to use. When you click one of the options for Paper, Word automatically enters a measurement in this box. If you want to print on nonstandard-size pages, you can type your own measurement.

**Height** Shows the height of the paper you want to use. When you click one of the options for Paper, Word automatically enters a measurement in this box. If you want to print on nonstandard-size pages, you can type your own measurement.



**Margins** Sets the amount of space between the edge of the paper and the printed part of your document (the text area). The preset default margins are 1 inch at top and bottom, and 1.25 inches on the left and right sides. If you wish to change the margins, type a new setting in the appropriate text box.

You can type a negative number in the Margins box to specify that Word always use that margin setting. For example, if you type *-1 in*, the margin will always be 1 inch. Word will not adjust the margin to accommodate page numbers and headers or footers that wouldn't normally fit in the margin. These elements will print in the text area, overlapping anything that may be there.

**Note** Printers vary as to the minimum margin required.

**Set Default** Replaces Word's default settings with the current settings in the dialog box. All new documents will then have the new default settings you specify. To restore the original preset defaults, delete the Word Settings file (from the Macintosh desktop).

**Facing Pages** Document pages appear as pairs of facing pages intended for binding.

If you enter a From Right measurement for page number position in the Section dialog box, Word prints the page number the specified distance from the right edge of the paper on odd (right-hand) pages. On left pages, Word prints the page number the specified distance from the left edge of the paper.

When you turn on Facing Pages, Word adds the Open Odd Header/Footer and Open Even Header/Footer commands to the Document menu. Facing Pages also affects bars and borders.



**Gutter** Specifies a width for a gutter margin if Facing Pages is turned on. The gutter margin is added to the inside margins of pages to allow extra space for binding, and is on the right side of even-numbered pages and the left side of odd-numbered pages.

**Default Tab Stops** Specifies distance between default tab stops (the tab stops Word uses when you don't specify any) and nested headings in outlines and indexes. Default tab stops are preset at half-inch intervals. Default tab stops are shown with tick marks below the scale on the ruler.

**Widow Control** Prevents single lines from being separated from the rest of a paragraph by a page break. Widow Control is turned on by default. If you turn off this option, every page will have as many lines as possible printed, including stranded single lines.

**Footnotes At** Tells Word where you want footnotes. If a footnote is too long to fit on a page, Word continues the footnote on the next page.

**Bottom of Page** Prints footnotes flush with the bottom margin of the same page as the footnote reference mark.

**Beneath Text** Prints footnotes on the same page as the footnote reference mark, beginning underneath the text. This option is useful when footnotes are on the last page of a section and there is not enough text to fill the page.

**Endnotes** Prints footnotes at the end of each section, or at the end of the next section that has the Include Endnotes option turned on in the Section dialog box. If a document has more than one section, you can have Word print footnotes at the end of the document by turning off the Include Endnotes option for all sections but the last.

**Restart Numbering** Controls whether footnote numbers restart at 1. If you clicked the Bottom of Page option or the Beneath Text option for Footnotes At, footnotes are page-oriented; turning on Restart Numbering starts the footnotes on each page at 1. If you clicked the Endnotes option for Footnotes At, footnotes are section-oriented; turning on Restart Numbering starts the footnotes following each section at 1. If Restart Numbering is turned off, Word numbers footnotes consecutively throughout the document.

**Start Footnote Numbers At** Specifies a number to start numbering footnotes at. This is especially useful when your document is part of a series of several documents.

**Start Page Numbers At** Specifies a number you want page numbers to start at for the document. This is especially useful when your document is part of a series of several documents.

**Line Numbers At** Specifies a number you want line numbering to start at. This is especially useful if your document is part of a series of several documents.

**Next File** Tells Word the name of the next document to print, or compile an index or table of contents for. If you want Word to print a series of documents—or compile an index or table of contents for a series of documents—type the name of the next document in the series. Do this for each document in the series. You use this option in conjunction with the Print, Index, or Table of Contents command.

#### For information on

Printing footnotes at the end of sections

Assigning page numbers, line numbers, and footnote numbers for linked documents

Breaking pages and page layout in general

Printing documents

#### See

Footnotes

Long Documents

Page Layout

Page Preview Command

Print Command

Printing Documents

## Paragraph Command

On the Format menu (Full menus only).

The Paragraph command controls paragraph formats. When you choose Paragraph, Word displays the ruler and a dialog box. Some paragraph formats are controlled by icons associated with the ruler, and others by options in the dialog box.

**Note** Normally the dialog box shows existing formats for the paragraph containing the insertion point or for a series of selected paragraphs. When you select two or more paragraphs with different formats, however, the dialog box options are not selected. Choices you make will show in the dialog box and be assigned to all selected paragraphs.

**Ruler** The first option in the Paragraph dialog box. The name of the option changes to reflect what's selected on the ruler: Left, First, Right (for indents), or Tab (for tab stops). For example, if the right indent marker is selected, the name of the box is Right. Measurements for the first indent are relative to the left indent. Use this text box to specify finer measurements than you achieve by pointing with the mouse.

**Spacing** Sets paragraph line spacing.

**Line** The default setting is "Auto." This setting is for automatic single spacing; Word single spaces but automatically adjusts line spacing as necessary to accommodate larger or smaller font size, or superscript and subscript text.

If you want to specify spacing for a paragraph, type a number in points (for example, *14 pt*) for the spacing you want. If the spacing you specify would cause characters to overlap, Word automatically adjust the lines. If you type a negative number, Word uses the absolute value of that number and does not adjust for overlapping characters.

To specify automatic spacing, you can type *auto* or *0* (zero).

**Before** Controls spacing before a paragraph. Enter measurements in points (for example, *24 pt*). Twelve points equals approximately 1/6 inch.

**After** Controls spacing after a paragraph. Enter measurements in points (for example, *24 pt*). Twelve points equals approximately 1/6 inch.

If you specify both space before and space after, Word adds the measures together. Line spacing is measured from baseline to baseline.

If you change line spacing or paragraph spacing with the ruler, the measurements appear in the appropriate text boxes.

**Side-by-Side** Aligns paragraphs side by side on the printed page or in Page Preview. The paragraphs appear one under the other in a document window, but will be side by side when you print or view your document with Page Preview.

**Page Break Before** Breaks the page before a particular paragraph; this is the same as inserting a manual page break, except that the break always travels with the paragraph. This option is especially useful in style sheets. For example, you could apply Page Break Before to a style for a major heading to ensure that the heading always starts on a new page.

**Keep With Next ¶** Prevents a page break between two paragraphs — for example, a table and a paragraph with text explaining it.

**Keep Lines Together** Prevents lines within a paragraph from being split across pages — for example, for lines within a paragraph that must be kept together to make sense. You don't need to choose this to prevent widows and orphans.

**Line Numbering** Controls line numbering for the selected paragraphs. This option is dimmed unless you've chosen the Line Numbering option in the Section command to add line numbers to the section. If you turn off this option, the lines in the selected paragraphs are not numbered or counted in the line numbering. Line numbers appear only when you print.

**Border** Specifies a border to a paragraph.

None	Puts no border around the selected paragraph.
Box	Puts a box around the selected paragraph.
Bar	Puts a bar beside the selected paragraph. Bars will be at the left margin, except on right-hand pages when you've chosen Facing Pages with Page Setup. In this case, bars will be at the right margin.
Above	Puts a border above the selected paragraph.
Below	Puts a border below the selected paragraph.
Single, Thick, Double	Controls the thickness of the border or bar.
Shadow	Adds a "shadow" to boxed paragraphs.

Use the Keep Lines Together option to keep a bordered or boxed paragraph intact.

Adjacent paragraphs with the same box border will have a single line between them.



**Tab Leader** Sets the leader character you want to fill the space in front of the selected tab stop. Ordinarily, Word fills the space between tabs with blank space.

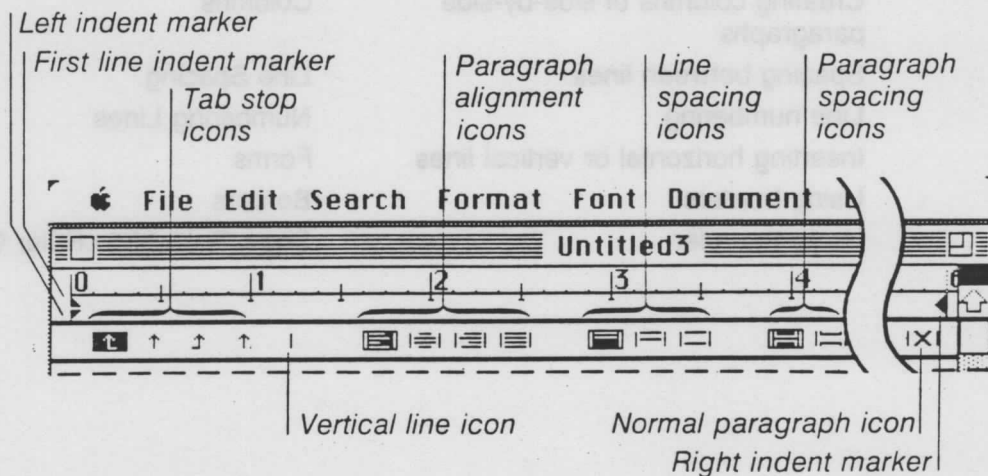
None	Blank space
.....	Dots (useful in a table of contents, for example)
-----	Hyphens
———	Lines (useful for drawing lines on forms or in grids)

**Cancel** Closes the dialog box, but does not cancel any formatting changes you applied with the Apply button.

**Apply** Applies to your text the paragraph format(s) you've chosen, keeping the dialog box open so you can change paragraph formats until you have what you want. To close the box, click OK.

## Using the Ruler

In addition to the options in the Paragraph command, you can use the ruler to format paragraphs.





With the ruler, you can:

- Set left, right, and first line indents.
- Insert tab stops.
- Select the kind of tab you want — flush left, centered, flush right, or decimal.
- Insert vertical lines at the specified positions.
- Select the text alignment you want — flush left, centered, flush right, or justified. Text aligns relative to the indents.
- Select auto single spacing, one-and-a-half spacing, or double spacing (for line spacing).
- Select open or close spacing (for paragraph spacing). Open spacing adds 12 points of space above paragraphs.
- Click the normal paragraph icon (X) to reset paragraphs to default format: flush left, single spacing, and no space before.

#### For information on

Indenting text  
 Setting tab stops  
 Creating columns of side-by-side paragraphs  
 Spacing between lines  
 Line numbering  
 Inserting horizontal or vertical lines  
 Using borders  
 Using the ruler

#### See

Indenting Paragraphs  
 Tabs and Tables  
 Columns  
 Line Spacing  
 Numbering Lines  
 Forms  
 Borders  
 Show Ruler/Hide Ruler Command

## Paragraphs

The meaning of “paragraph” is somewhat different in Word. A paragraph is not necessarily a series of sentences. It’s text of any length followed by a paragraph mark (shown as ¶).

You enter a paragraph mark by pressing Return or Enter. Word treats all the characters you’ve typed since the previous paragraph mark as one paragraph.

If you press Return at the ends of lines, Word treats each line as a separate paragraph. This makes editing and formatting more difficult. In general, you should let Word break lines for you — ordinarily Word automatically goes to the next line when the text you type approaches the right margin. This is called wordwrap. If you need to end a line short of the right margin, you can press Shift-Return to end a line without ending the paragraph.

You can see the paragraph marks in your document by choosing Show ¶ from the Edit menu. If you don’t want to see them, choose Hide ¶.

You can see how a paragraph is formatted by selecting the paragraph(s), then choosing the Paragraph command. Word shows the selected paragraph’s indents, alignment, and spacing settings on the ruler. These settings and other formats are also shown in the Paragraph dialog box. However, if you choose paragraphs with differing paragraph formats, settings are not shown on the ruler or in the dialog box.

## **Formatting paragraphs**

- 1** Select the paragraph(s) you want to format.
- 2** Format the paragraphs using any of the following methods:

Clicking icons on the ruler.

Choosing Paragraph from the Format menu and selecting options in the dialog box (full menus only).

Using styles to store sets of formats and to quickly apply the whole set of formats to selected paragraphs (full menus only).

Word's default paragraph format is originally flush left and single spaced with no left and right indents. You can change the default format by re-defining the Normal style.

As you type paragraphs, the paragraph format is retained for each new paragraph until you change the format.

## **Splitting paragraphs**

- 1** Position the insertion point where you want to split the paragraph.
- 2** Press Return.

## **Joining paragraphs**

- 1** Position the insertion point at the beginning of the line following the paragraph mark you want to delete.
- 2** Press Backspace.  
Press it twice if you added an extra paragraph mark between paragraphs.

If the paragraphs have different formats, you cannot backspace over the paragraph mark, but you can select the paragraph mark and choose Cut; the formats of the first paragraph will be lost.

## Changing spacing between paragraphs (Full Menus)

- 1 Select the paragraph(s) you want to change spacing between.
- 2 Choose Show Ruler from the Format menu.
- 3 Click the open space icon to add extra space (12 points) above the paragraph. Or click the close space icon to remove extra spacing.

You can also use the Paragraph command to specify spacing. Use the Before box to adjust the spacing above a paragraph. Use the After box to specify spacing after a paragraph; this is useful for headings.

To set spacing before or after a paragraph:

- 1 Select the paragraph(s).
- 2 Choose Paragraph from the Format menu.
- 3 Type a measurement in the Before or After box.

### For information on

Indenting paragraphs  
Aligning paragraphs  
Including borders with paragraphs  
Setting spacing between lines  
Using styles  
Formatting paragraphs with the ruler  
  
Using tabs  
Adding paragraph formats to the Format menu

### See

Indenting Paragraphs  
Aligning Paragraphs  
Borders  
Line Spacing  
Styles: Formatting the Easy Way  
Paragraph Command  
Show Ruler/Hide Ruler Command  
Tabs and Tables  
Menus

## Paste Command

On the Edit menu.

The Paste command inserts a copy of the Clipboard contents at the insertion point or replaces the selection. Paste is dimmed when the Clipboard is empty. In the Define Styles dialog box, Paste applies copied formatting instructions to the style selected in the list box.

### For information on

Copying text

Moving text

Defining styles with the Paste command

### See

Copying Text or Formats

Moving Text

Styles: Formatting the Easy Way

## Plain Text Command

On the Format menu.

The Plain Text command restores the selected characters to the default character format that is used in the style of the paragraph containing the selection. For example, if the style is Normal, Plain Text restores selected characters to 12-point New York, flush left, no indents, with auto (single) spacing. (This is the preset default for the Normal style. If you had changed Normal, the effect of Plain Text on a paragraph having the Normal style would be different.)

### For information on

Formatting characters

### See

Character Command

Character Formatting

## PostScript

Word provides a well-defined environment for using PostScript commands with the Apple LaserWriter. You can include PostScript commands interspersed with the text in your documents. Word will send them to the printer as native PostScript. PostScript commands embedded in your document are executed before the text and graphics on the page are drawn.

**Important** This section is intended for experienced users who are familiar with the PostScript language used by the LaserWriter. You must use valid PostScript commands.

Word includes the style "PostScript" as one of its automatic styles; the style's format is Normal + 10-point font, bold hidden text. You must format the commands in PostScript style if you want them interpreted as commands; otherwise Word will print them as text. Word does not display this style in the Define Styles box until you use it; if you type *PostScript* in the Style box and click the Apply button, the formats for the style appear below the box. You can change the formats for this style, but the hidden text property must be included when you print, or the PostScript will be printed, not executed.

If you print the document on a printer other than the LaserWriter, PostScript commands will be ignored.

The y-coordinate space used for PostScript commands in Word is the same as normal PostScript. The graphics origin (0,0) is the bottom-left of the page and positive directions are to the right and up. (This is different from the coordinate system used by the Macintosh.)

Drawing takes place within the bounds of a clipping rectangle, referred to as the drawing rectangle. The graphics origin is translated to the lower-left corner of the drawing rectangle.



## Groups

The PostScript commands for one page are combined into groups. Groups are independent of each other. All commands within a group operate on the same drawing rectangle. One group cannot define procedures or variables for use by another because the state of PostScript virtual memory is saved and restored for each group.

A group of commands is any sequential set of paragraphs with the PostScript style that operate on the same drawing rectangle. Three types of drawing rectangles are available: page, paragraph, and picture. You specify a drawing rectangle by placing one of the following group commands at the beginning of a paragraph with the PostScript style.

- |                     |  |
|---------------------|--|
| <code>.page.</code> | The drawing rectangle is the entire page containing the first line of the next non-PostScript paragraph.   |
| <code>.para.</code> | The drawing rectangle is the portion of the next non-PostScript paragraph that fits on the same page containing the first line of that paragraph.  |
| <code>.pic.</code>  | The drawing rectangle is the enclosing frame of the next sequential graphic (picture) in the next non-PostScript paragraph. Several of these commands may appear in front of the paragraph containing the graphics; each <code>.pic.</code> group applies to the corresponding graphic in the paragraph. |

If none of these commands is used, `.page.` is assumed. The group command should be in a PostScript paragraph by itself; or it may be terminated by an end-of-line character; or it may be followed immediately by PostScript commands. The group begins at the group command (or at the first PostScript paragraph found) and continues until another group command or a non-PostScript paragraph is found.

## Variables

Word provides variables for use with embedded PostScript commands. All measurements are specified in points, which is the standard PostScript unit.

### Variables for All Groups

You can use these variables with .page., .para., and .pic.

wp\$box	Defines a path containing the drawing rectangle
wp\$y	Drawing rectangle height
wp\$x	Drawing rectangle width
wp\$page	String giving the current page number in the appropriate format (Arabic, Roman, or alphabetic)
wp\$page	Current page number
wp\$date	Current date string
wp\$time	Current time string

### Variables for Paragraphs Only

wp\$top	Specifies space before the paragraph (same as Before in the Paragraph dialog box)
wp\$bottom	Specifies space below the paragraph (same as After in the Paragraph dialog box)
wp\$left	Specifies amount of indentation from the left margin to the left indent
wp\$right	Specifies amount of indentation from the right margin to the right indent

### Variables for Pages Only

wpStop	Top margin
wpSbottom	Bottom margin
wpSleft	Left margin, including the gutter margin on facing pages
wpSright	Right margin, including the gutter margin on facing pages
wpScol	Number of columns
wpSxcol	Width of each column
wpSxcolb	Space between columns

**Note** The last three variables listed above are derived from the first paragraph on the page. If the page has multiple sections with different numbers of columns, these variables will be of little use.

### Operators to Avoid

Because Word's text and graphics will be printed in the same PostScript page as your PostScript commands, you should not use operators that reset the LaserWriter or the PostScript environment. The following is a list of some of the operators that you should avoid when you use PostScript with Word:

- banddevice
- copypage
- framedevice
- grestoreall
- initgraphics
- initmatrix
- nulldevice
- renderbands
- showpage

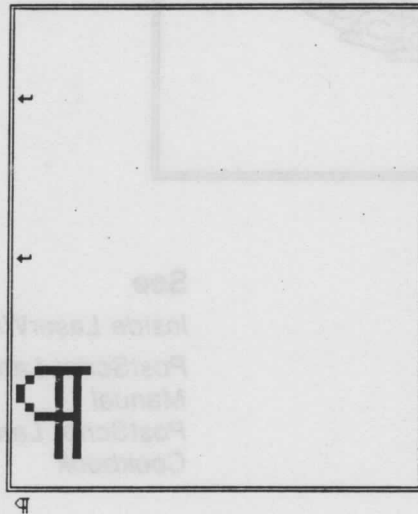
## Example

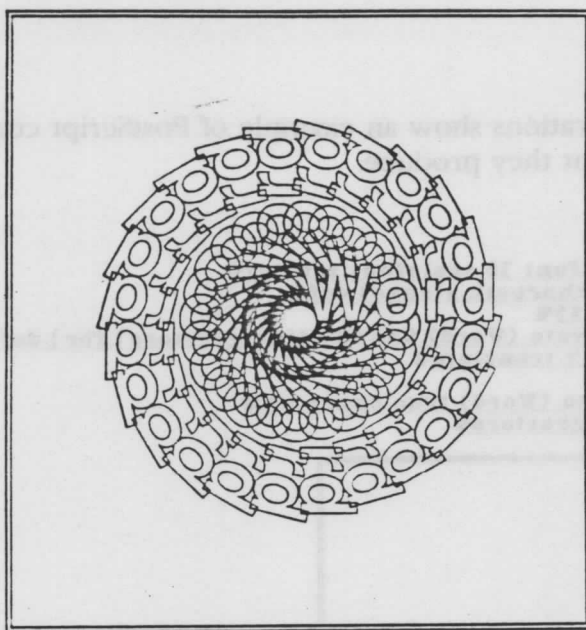
The following illustrations show an example of PostScript commands in Word and the output they produce:

```

para.9
/Helvetica-Bold findfont 30 scalefont setfont
/ShowOutline { true charpath stroke } def
/WordCircle { 15 15 3459
  { gsave rotate 0 0 0 moveto (Word) ShowOutline grestore } for } def
wp $x 2 div wp $y 2 div translate
5 setlinewidth
WordCircle 0 0 0 moveto (Word) true charpath
gsave 1 setgray fill grestore
stroke

```





**For information on**  
Using the LaserWriter  
Using PostScript

**See**  
*Inside LaserWriter*  
*PostScript Language Reference*  
*Manual*  
*PostScript Language Tutorial and*  
*Cookbook*

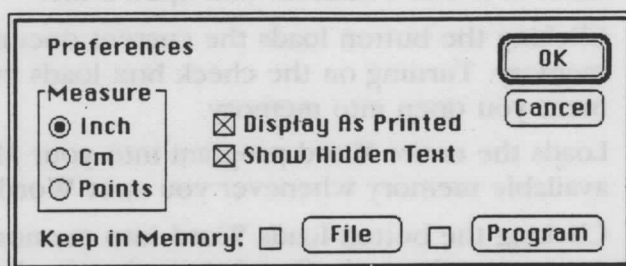
---

## Preferences Command

On the Edit menu (Full menus only).

The Preferences command controls the default unit of measure. You can also use this command to show or hide hidden text, to display your document as it will be printed, and to load a document or the Word program into memory.

Word saves the Preferences settings from one session to the next and applies the settings to all documents.



**Measure** Controls the default unit of measure. You can choose inches, centimeters, or points. All measurements displayed in text boxes will change to reflect the new unit. The ruler will change to the new unit also.

**Display As Printed** Displays text on the screen as it will appear when you print. The appearance of your screen will vary, depending on which printer you selected in Chooser. For example, if you selected an impact printer, the screen will look different when you turn off this option.

If you want to see fonts or font sizes that your printer doesn't use, or if you need to make your display more legible, turn off this option.

**Show Hidden Text** Displays text in your document that has the hidden character format. When you show hidden text it is indicated by a dotted gray underline. When Show Hidden Text is turned on, pagination is affected when you use the Repaginate or Page Preview command.

Regardless of whether Show Hidden Text is on or off, you must use the Print Hidden Text option in the Print command if you want to print hidden text.



**Keep in Memory** Loads files or the Word program into memory.

File	Word loads into memory as much of an entire document as it can whenever you open a file.  Clicking the button loads the current document into memory. Turning on the check box loads every document you open into memory.
Program	Loads the entire Word program into your Macintosh's available memory whenever you start Word.  Clicking the button loads Word into memory for the current session only. Turning on the check box loads Word into memory for every session.

Since your Macintosh will not have to go to the disk to read and write data, program operation will be quicker. If you don't have enough memory available, Word loads as much as possible and leaves the rest on disk.

You can check the size of Word and Word documents in the Finder with the By Size command from the Finder's View menu. Or you can use the Get Info command on the Finder's File menu.

#### **For information on**

Using hidden text

Specifying units of measure

Printing with Word

#### **See**

Hidden Text

Indexing

Table of Contents

Measures

Printing Documents

## Print Command

On the File menu.

The Print command prints the current document or a part of the document. You can also print:

- A document's style sheet (if Styles or Define Styles dialog box is open).
- A glossary file (if Glossary dialog box is open).
- An outline (if the window is in outline view).
- Selected text only.

Word remembers Print options (except Page Range and Copies) within a work session and from one session to the next.

When you choose Print, Word displays the dialog box that corresponds to the printer you selected in the Chooser command. Printer dialog box options vary from one printer to the next. For details on your printer's options, see your printer manual.

**Print**

Printer: ImageWriter

Pages: ☒ All ☐ Selection ☐ From:  To:

Copies:  Paper Feed: ☒ Automatic ☐ Manual

☐ Print Hidden Text ☐ Tall Adjusted

Quality: ☐ Best ☒ Faster ☐ Draft

OK Cancel

**Print**

Printer: LaserWriter

Pages: ☒ All ☐ Selection ☐ From:  To:

Copies:  Paper Feed: ☒ Automatic ☐ Manual

☐ Print Hidden Text ☐ Print Back To Front ☐ Cover Page

Quality: ☐ Best ☒ Faster ☒ Smoothing ☒ Font Substitution

Reduce/Enlarge %:

OK Cancel

**Pages** Controls which pages in the document will be printed.

All Prints all pages in the document.

Selection Prints the current selection.

From...To... Prints the range of pages you specify in the text boxes.

Enter numbers as Arabic numerals (1, 2, 3, etc.), even if the page number format for your document is different: Word applies the correct page number format when numbering.

If needed, you can specify a range of pages for separately numbered document sections. In this case, type the page number and the section number—for example, 23S2-12S8 would print from page 23 of section 2 to page 12 of section 8.

If you want to print from a certain page to the end of the document (or to the end of a section, if your document has more than one), leave the To box empty. To print a single page, type the same number in both boxes.

**Copies** Indicates the number of copies you want to print.

**Paper Feed** Indicates the kind of paper feed you want to use.

**Automatic** The printer feeds pages automatically, using continuous form paper or a sheet feeder.

**Manual** You insert separate sheets of paper by hand (for example, letterhead paper or envelopes).

**Print Hidden Text** Prints text formatted as hidden text.

## Additional ImageWriter Options

**Tall Adjusted** Use this option if your document includes graphics that must be printed in correct proportion (1:1 aspect ratio) and when pages are set to Tall orientation in the Page Setup dialog box. Tall Adjusted may slightly change the appearance of text and may cause different line, paragraph, or page breaks.

**Quality** Specifies quality and speed of printing.

**Best** Prints at highest quality, but at slower speed.

**Faster** Prints at standard quality and speed.

**Draft** Does not print formats; fastest speed.

## Additional LaserWriter Options

**Print Back to Front** Prints your document from last page to first page. Your document takes longer to print with this option turned on, but your document pages will be stacked in the right sequence in the paper tray.

**Cover Page** Prints a cover page to identify your document.

**Quality** Controls the quality of the printed document.

**Best** Prints the highest quality, but at a slower speed. When 128K Macintosh ROMs are installed, this option turns on the fractional pixel width feature.

**Faster** Prints standard quality, at faster speed.

**Smoothing** Makes graphics and non-LaserWriter fonts look better, with smoothed edges instead of "jagged" edges. Documents with large amounts of text or graphics to be smoothed take longer to print.

**Font Substitution** Substitutes an appropriate LaserWriter font for Macintosh screen fonts. Note that you'll obtain the best results by using a LaserWriter screen font such as Times or Helvetica.

**Reduce/Enlarge %** Reduces or enlarges the image of each page before printing it. You designate this entry as a percentage; the default setting is 100 (no reduction or enlargement). You can specify a number from 25 to 400.

#### **For information on**

Next File and Margins options

Previewing pages

Using hidden text

Using mathematical formulas

Using PostScript

#### **See**

Page Setup Command

Page Layout

Page Preview Command

Hidden Text

Formulas

PostScript

---

## **Print Merge Command**

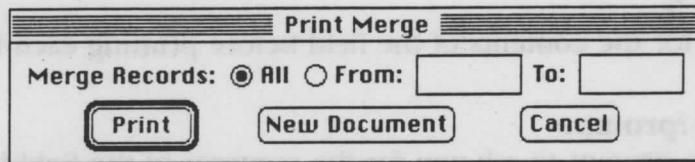
On the File menu.

The Print Merge command prints multiple versions of a form document, with each version containing information that varies from one copy of the document to another. A typical use for this command is to create personalized form letters.

To print form documents, you create two documents and then use Print Merge to combine information in the documents. The main document, which contains the standard text plus fields and instructions, is combined with a data document, which contains the individualized items of information for each form letter.



When you choose Print Merge, the main document must be the current document. The data document need not be open. However, the main document and the data document must be on the same disk, and in the same folder.



**Merge Records** Specifies the records you want to print from documents for.

**All** Prints a form document for each record in your data document.

**From...To...** Specifies a range of records for which you want form documents. Use record sequence numbers (for example, to start at the second record in the data document, type 2).

**Print** Displays the Print dialog box. Prints form documents after you choose the appropriate options.

**New Document** Opens a new document containing merged versions of the form letters. Word puts all form letters in one document called Form Letters. You can preview, edit, print, or save this document. To delete the document, just close the window without saving.

## Print Merge Instructions

You can use the following instructions in the main document.

The bold, lowercase words are general categories of text or information; you will replace these with your own prompts, fields, and so on. Instructions are shown in capital letters; you can use lowercase letters if you prefer.



**Note** Surround each instruction with « and ». Press Option-\ (backslash) to get «, and press Shift-Option-\ (backslash) to get ».

The DATA instruction must always be the first instruction in the main document.

**«ASK field = ?»**

Prompts you for the contents of the field before printing each form document.

**«ASK field = ?prompt»**

Sets your own prompt to ask you for the contents of the field before printing each form document.

**«DATA data document»**

**«DATA header document,data document»**

Names the data document that you want to combine with the main document.

You can use a "header" document name in addition to the data document name in the DATA instruction. Separate the names with a comma.

You use a header document when you have multiple data documents that you use for different mailings. You can use a single header document with each of the different address files. Or you can use a header document if you have a large data document that you use for many different sorts of mailings. You can use different header documents for each mailing, but the same data document.

**«IF field = data»text...«ENDIF»**

Specifies a condition under which the text you specify will be printed, if the information in the data document matches the condition. ENDIF marks the end of the conditional statement.

**«IF field = data»text...«ELSE»text...«ENDIF»**

Specifies that the test data should match the contents of this field. If this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction.

Also, you can use a mathematical comparison operator (> or <) instead of an equal sign to specify a condition.

**«INCLUDE document name»**

Inserts the text of the document named in the instruction into the main document at the location of the INCLUDE instruction. The number of documents you can include is limited only by disk space.

A document named in an INCLUDE instruction may contain INCLUDE instructions, too. This is called nesting. You can nest INCLUDE instructions in a chain of up to 64 documents.

You can use INCLUDE in documents that are not form documents.

You do not need to use a DATA instruction to use INCLUDE.

**«NEXT»**

Goes to the next data record immediately, instead of waiting until the next copy is printed. This is useful for mailing lists if you want to print your data as a list in one document, instead of merging the data into a form letter.

**«SET field = data»**

Sets a field equal to data that does not vary from copy to copy. Word uses that information for all forms.

**«SET field = ?»**

Prompts you for data to print in a series of form letters.

**«SET field = ?prompt»**

Sets your own prompt to remind you to type the data for a series of form letters you want to print.

**For information on**

Creating form letters

Printing mailing lists

Printing documents

**See**

Form Letters

Mailing Labels

Print Command

Printing Documents

## Printing Documents

With Word you have the flexibility and power to print very high-quality documents and to see what they'll look like before you print.

Before you print:

- Install the printer.
- If you have more than one printer, select the one you want to use (Chooser command).
- Specify paper size and orientation (Page Setup command).
- If your document will be bound double-sided, turn on the Facing Pages option and specify the gutter margin (Page Setup command).
- Use Page Preview to check your margins and page layout formats: positions of page numbers, page breaks, headers or footers, and footnotes.
- When you're all set to print, give print settings: number of copies, paper feed, etc.

You may not need to change all these settings. Word has default settings for printing documents that are satisfactory for many documents.

### Installing the printer

Install your printer according to the instructions in your printer manual and in your Macintosh owner's guide.

To use a printer, you must have a printing resource file on the startup disk. A printing resource allows Word to communicate with a particular printer. The printing resource appears on the Macintosh desktop with the printer name below it.

Move or delete from your copy of the Word Program disk any printing resource files that you don't use. Never alter the original Word disks — you may need to use a printing resource file later. If you have more than one printer, the Chooser dialog box lists the printers you've installed.

The Word disks include printing resources for the following printers:

ImageWriter and ImageWriter II  
LaserWriter and LaserWriter Plus  
Apple Letter Quality Printer (use Apple Daisy printing resource)  
Brother HR15, HR25, HR35  
Diablo 620, 630  
NEC  
TTY printers

The ImageWriter and LaserWriter printing resources are in the System Folder on the Word Program disk. Printing resources for other printers are in the Printer Folder on the Word Utilities disk. If you have 400K disks, all printing resources are on the Word Utilities disk. Your Word disks may include additional printing resources not listed above.

Some printers supported by Word cannot print in proportional spacing.

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### Selecting or changing printers

If you have one printer, you need to select a printer only once. If you use an ImageWriter, you don't need to select at all; the Macintosh Plus prints on any ImageWriter attached to the Printer port, by default.

If you have multiple printers, you can change back and forth easily with Chooser. However, you should select the printer you will use before you paginate or lay out pages for the document.

- 1 Choose Chooser from the Apple menu.
- 2 Click the icon for your printer.
- 3 Click the port (Printer or Modem) your printer is attached to.

**Important** Set the port to Modem only if there is a printer attached to the modem port. Do not set the port to Modem if you have a hard disk drive attached to the modem port.

### **Checking page layout**

Word reads the printing resource file installed on your disk, and adjusts the screen to conform to the printer. For this reason, your screen may look slightly different from the screens shown in this manual, which were produced with the ImageWriter attached.

The easiest way to check page layout is to use the Page Preview command. When you choose Page Preview, Word paginates the document and displays it on the screen two pages at a time. You can change the positions of margins, headers or footers, page breaks, and page numbers.

You can see footnote position, line numbers, and spacing in Page Preview, but you cannot change these elements.

### **Adding a gutter margin for facing pages (Full Menus)**

- 1 Choose Page Setup from the File menu.
- 2 Turn on the Facing Pages option and type a measurement for the gutter margin.  
A gutter margin is a larger margin on the inside margin of facing pages, used for binding.
- 3 Choose Page Preview to see how the margins affect pagination.  
If you want to adjust the margins more precisely than you can with Page Preview, use the Page Setup command.



## **Preparing to print linked documents (Full Menus)**

There are settings in Page Setup for linking a series of documents so that line numbers, page numbers, and automatic footnote numbers print sequentially.

- ❶ Choose Page Setup from the File menu.
- ❷ Type where you want to start the numbering for this document in the Start Page Numbers At, Start Footnote Numbers At, and Line Numbers At boxes.
- ❸ In the Next File box, type the name of the document you want Word to print following this one.

## **Printing**

- ❶ Check settings in the Page Setup command to make sure you've specified the correct paper size and orientation.  
You may also want to check margins and specify how to number pages, footnotes, and line numbers. However, if you change margins after breaking pages, pagination may be affected.
- ❷ Choose Print from the File menu.
- ❸ Click options for printing.

Paper size choices may vary from printer to printer; check your printer manual to see which sizes you can specify in Page Setup.

Word remembers print options (except Page Range and Copies) within a work session, and from one session to the next.

You can also print from the Finder by selecting a document and choosing Print from the File menu.



### **Printing hidden text**

- ❶ Choose Print from the File menu.
- ❷ Turn on the Print Hidden Text option.

### **Using a LaserWriter**

To set up Word for the LaserWriter, you specify font set display options, install the LaserWriter, then choose LaserWriter in Chooser.

### **Choosing font display options**

The LaserWriter Install program provides you with three different font set display options: Minimum, Standard, and Complete. Each succeeding option shows a greater range of fonts and font sizes with more on-screen precision, and requires more disk space.

Before you install, you may want to remove unnecessary documents from your copy of the Word Program disk to free the necessary disk space.

The font set display options do not limit the character sizes or formats you can use to print. If you install the minimum set, you'll see smooth on-screen representation only for 12-point LaserWriter fonts. However, you can choose to format text in any size other than 12-point (Word supports from 4- to 127-point text). The on-screen characters may look ragged, but they will print correctly on the LaserWriter.

## **Installing the LaserWriter printing resource**

- 1 Insert Apple's LaserWriter Install disk in the internal disk drive. If you have a second disk drive, insert the copy of the Word Program disk there.
- 2 Double-click the LaserWriter Install disk icon to view the desktop.
- 3 Double-click the Installer icon on the desktop.
- 4 If you want to print on both a LaserWriter and an ImageWriter, select both the LaserWriter and ImageWriter in the list box.
- 5 If you have a second disk drive, click the Install button.  
If you have a single disk drive, click Eject, replace the LaserWriter Install disk with the Word Program disk, then click the Install button. You may have to swap disks before the LaserWriter is completely installed on the Word Program disk.

When the LaserWriter has been successfully installed, the disk will be ejected.

If you decided not to use the ImageWriter, one of the messages you see at the bottom of the dialog box reads "ImageWriter printing resource removed." The Word Program disk comes with this printing resource and it is removed to save space. If you need to install an ImageWriter later, you can use the ImageWriter resource on your original Word Program disk.

## **Choosing the LaserWriter**

- 1 Reinsert the LaserWriter Install disk.
- 2 Choose Chooser from the Apple menu.
- 3 Click the icon for the port your LaserWriter is connected to.
- 4 Select the LaserWriter icon.

## **Choosing fonts for the LaserWriter (Full Menus)**

For best results, select one of the LaserWriter fonts that appear in the Character dialog box. The recommended LaserWriter font equivalents are:

- Times, which replaces New York and other serif fonts.
- Helvetica, which replaces Geneva.
- Symbol, which displays and prints scientific, mathematical, and Greek symbols.

When your document contains non-LaserWriter fonts, such as New York, change those fonts to a LaserWriter font. If you leave Font Substitution in the Print dialog box turned on, you will get the correct LaserWriter font. If you want to change all the text in your document to a LaserWriter font, select the whole document, then choose the LaserWriter font from the Font menu or the Character dialog box.

### **For information on**

Designing document pages

Setting margins

Creating a manuscript from a series  
of documents

Using PostScript commands with  
Word

### **See**

Page Layout

Margins

Long Documents

PostScript



## Quit Command

On the File menu.

Used to end a Word session and return to the Finder. If you have made changes to a document without saving, a message appears, asking "Save changes before quitting?"

If you click Yes, Word asks whether you want to save changes in each unsaved document. For untitled documents, Word presents the Save As dialog box.

Word saves the Clipboard when you quit, whether you save your document or not. If the Clipboard contains a lot of information when you quit, Word displays the message "Save large Clipboard?" If you want to use the contents of the Clipboard in another program after you quit, click Yes.

If you have any unsaved changes to a document's glossary, styles, or a spelling dictionary, Word presents a dialog box to save these changes as well.

## Quitting Word

- 1 Choose Quit from the File menu.
- 2 If you have unsaved changes in a document, glossary, style sheet, or spelling dictionary, click Yes or No in response to the prompt to save the changes.

### For information on

Saving documents, glossaries,  
dictionaries

Different ways of starting Word

### See

Save Command  
Save As Command  
Saving a Document  
Starting Word



## Redo Command

See "Undo Command/Redo Command."

# Renumber Command

On the Document menu (Full menus only).

The Renumber command numbers or updates numbers of the selected paragraphs, up to nine levels. Word inserts the number and a tab mark at the beginning of the paragraph. You can number paragraphs using Arabic numerals, Roman numerals, uppercase and lowercase letters, or a combination of these. If a paragraph begins with a space, a tab, or hidden text, Word places the number before it.

While most of your numbering is probably simple numbering, such as 1 through 10 with no subordinate levels, Word can recognize subordinate levels for numbering so you can number outlines or use legal-style numbering. Word recognizes levels for numbering by using the levels defined with the Outlining command or by looking at paragraph indentation.

The Renumber command gives you the option to show only one number—or “component”—for each level, or to list more than one component: the number for that level plus all its superior numbers.

Renumber’s options work together to determine the type of numbering and how numbers appear. See the table under “Sample Formats,” later in this topic, for some examples.

**Renumber**

Paragraphs: ☒ All ☐ Only If Already Numbered

Start at:  Format:

Numbers: ☒ 1 ☐ 1.1... ☐ By Example ☐ Remove



**Paragraphs** Specifies the paragraphs you want Word to renumber.

- |                          |  |
|--------------------------|--|
| All                      | Numbers all paragraphs in a selection. If a paragraph already has a number, the new number replaces it. Word does not number empty paragraphs — those that contain a paragraph mark but no text. In outline view, Word numbers only the expanded headings. |
| Only If Already Numbered | Renumbers only those paragraphs in a selection that are already numbered. The new number replaces the existing one. Paragraphs without numbers are ignored.  |

**Start At** Specifies the starting number for the first paragraph in the selection. If the selection is not numbered, Word proposes 1. If the selection is already numbered, Word proposes the existing number of the first paragraph in the selection. You can type an alternative.

All components for the first number in the selection are shown in the Start At box. Word lists the number for each superior level, separated by periods. To change the number of components, type numbers separated by periods; this change applies only to the current level. You can specify as many components as you like for level one, but for subsequent levels you can specify a maximum of only the number of components at the first level plus the current level. For example, if level one has two components, level two can have no more than three components, and level three can have no more than four components.

If the first number in the selection has more than one component, Word proposes the same number of components. To have specific numbers as part of the level's component number, type the number here.

If you want to use a letter in your numbering scheme, specify the number corresponding to that letter of the alphabet. For example, if you want the number at this level to be "R.1," type *18.1* (R being the eighteenth letter of the alphabet) in the Start At box. You'll use the Format box to format the number as a letter.

**Format** Specifies the numbering format for the number in the Start At box by use of the format symbol and separator characters. If you leave the Format box blank, Word uses Arabic numerals separated by periods for all levels. If your selection has already been numbered, Word proposes the format of the first number in the selection and the By Example button is chosen in the dialog box.

You can specify the numbers for each component or level to be in any format. To assign the format, you type a letter or number representing the format for each component.

To specify	Type this format symbol
Arabic numerals	1
Uppercase Roman numerals	I
Uppercase letters	A
Lowercase Roman numerals	i
Lowercase letters	a

You separate the format symbols for the different components with separator characters. The separator character you type here appears in your document. The default separator character is a period; you can also use any of the following characters:

- , (comma)
- (hyphen)
- / (slash)
- ; (semicolon)
- : (colon)
- ( ) (left or right parenthesis)
- { } (left or right brace)
- [ ] (left or right bracket)

You can have only one separator character between format symbols.

If you have already defined a format for numbers, Renumber does not reformat them unless you change the format here. You can also specify subordinate levels in Format, to be used when additional levels are encountered.

**Numbers** These options control the numbering scheme:

**1** Shows you one number for each level—for example:

1

2

1

1

2

1

**1.1...**

Shows all numbers in the sequence for each level—for example:

1

2

2.1

2.1.1

2.1.2

2.1.2.1

**By Example**

Uses 1 or 1.1 numbering scheme, based on the number shown in the first paragraph of the selection.

**Remove**

Removes all numbers and tabs in the selection. Start At and Format are dimmed if you click this option.

**Note** Numbering or renumbering a long document can use up a lot of memory. Choose Save before and after choosing Renumber to free memory.

## Sample Formats

The following examples show how the Start At box and Format box operate together.

To get	Type in Start At box	Type in Format box
1.0	1.0	1.1
A-1	1.1	A-1
V-12.a	22.12.1	A-1.a
V-12.a*	5.12.1	I-1.a
II.B.2.viii	2.2.2.8	I.A.1.i
(8)	8	(1)

\* Roman numeral V

Note that these examples affect the number format starting with the components for the level shown in the first paragraph of the selection. Any unformatted subordinate levels are formatted as Arabic.

If you previously used Renumber to format a subordinate level, that level maintains its format. For example, if you choose Renumber and format third-level paragraphs, then select all paragraph levels and choose Renumber again, the format you previously assigned to third-level paragraphs remains the same.

### For information on

Numbering procedures, or more examples

### See

Numbering Paragraphs

## Repaginate Command

On the Document menu.

The Repaginate command recalculates page breaks in your document. Use this command to update your page breaks after you've added or edited text.

When calculating page breaks, Repaginate takes into account page breaks you enter manually with Shift-Enter, but does not affect these page breaks.

Long documents may take several minutes to repaginate the first time; subsequent repaginations are usually faster. You can press Command . (period) to stop a repagination in progress. Word cancels the repagination, but page breaks already changed will remain.

Before you repaginate, make sure you hide any hidden text that you don't want included in the pagination. To do this, you turn off the Show Hidden Text option in the Preferences command.

The Print, Page Preview, Print Merge, Index, and Table of Contents commands all repaginate the document automatically.

When Word first repaginates, it uses information from the current printer and System file to calculate paragraph sizes and page breaks. To save time on subsequent repaginations, Word does not recalculate the paragraph sizes for text you have not changed. However, there are rare situations where Word needs to recalculate this information. To do this, you can have Word perform a full repagination. You may need to do a full repagination in the following situations:

- You've changed printers with the Chooser command.
- You'll be printing the document using a System file that does not contain a font or font size you have applied in your document.

If your printed or Page Preview document has overlapped text or page breaks that don't seem accurate, try doing a full repagination by holding down the Shift key while you choose Repaginate from the Document menu.

**For information on**

Pagination  
Hidden text

**See**

Page Layout  
Hidden Text  
Preferences Command



## Ruler

The ruler is a horizontal scale at the top of a document window. It is divided into inches or other units of measure you choose with the Preferences command. The ruler displays:

- Paragraph formats of the selected paragraph(s).
- Icons for changing paragraph formatting.
- Text margins.
- Indents.

With the ruler, you can:

- Insert tab stops.
- Insert vertical lines at specific locations.
- Select the kind of tab you want — left aligned, centered, right aligned, or decimal.
- Select the paragraph alignment you want — flush left, centered, flush right, or justified. Text aligns in relation to the left and right indents.
- Select auto single spacing, one-and-a-half spacing, or double spacing (for line spacing).
- Select open or close spacing (for paragraph spacing).
- Click the normal paragraph icon (X) to reset paragraphs to default format: flush left, single spacing, and no space before.
- Indent paragraphs from the left or right.

### For information on

Parts of the ruler  
Setting and using tabs  
Indenting text  
Aligning paragraphs  
Specifying line spacing  
Specifying paragraph spacing  
Changing units of measure

### See

Show Ruler/Hide Ruler Command  
Tabs and Tables  
Indenting Paragraphs  
Aligning Paragraphs  
Line Spacing  
Paragraphs  
Preferences Command

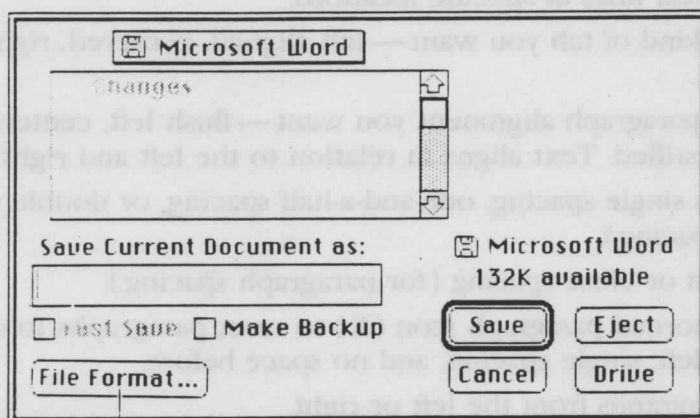




## Save Command Save As Command

On the File menu.

The Save command saves the current document on the disk from which it was opened. You will not see a dialog box or message. If you choose Save to save an unnamed document, Word displays the Save As dialog box so you can name the document.



*Available only if you are working with full menus.*

**Disk or Folder Name** Shows you the name of the current disk or folder above the list box.

**List Box** The list box shows you all files and folders on the current disk to remind you of what's there. You can scroll the list and select a folder to save to, but you cannot select any of the documents.

**Save Current Document As** Saves the document under the name you type. The name can be any combination of letters, numbers, and symbols except the colon (:). If the document already has a name, Word will propose it.

If you type a name that is the same as that of another document on the disk, Word asks if you want to replace the existing document.

If you want to keep different versions of a document, you can continue to edit it and save it under a new name for each version.

**Disk Name** Shows you the name of the current disk or volume (on a hard disk).

**XXXX available** Shows you the amount of free space available on the current disk.

**Fast Save** Saves your document much faster than usual. With this option checked, your documents will grow in size and consume more memory, so Word occasionally performs a normal save to consolidate accumulated changes. Make Backup is not available when Fast Save is turned on.

**Make Backup** Saves a backup copy of the document you are saving under the name "Backup of *document name*." The backup will not contain editing changes made since you last saved. Word can also make backup copies of glossary documents.

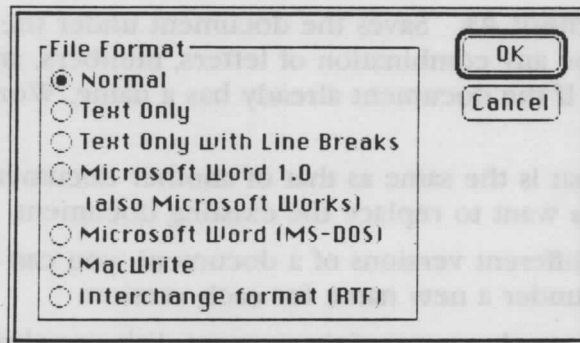
**Eject** Ejects the disk from the disk drive so you can insert another disk to save on.

**Drive** Lists the documents on the disk in another disk drive or another volume on a hard disk. This button is available only if you have more than one disk drive or volume on a hard disk.

**Save** Saves the document named in the Save Current Document As box. After a document is saved, it remains on the screen.

## File Format Button (Full Menus)

Displays a list of file format options.



**Normal** Regular Microsoft Word format.

**Text Only** Saves the document as an ASCII file without saving your document's formatting. Paragraph marks, end-of-line marks, section marks and page breaks are all saved as ASCII return characters. Optional hyphens are saved as regular hyphens.

**Text Only with Line Breaks** Saves your document as an ASCII file without formatting, but adds ASCII return characters at the end of each line.

You must use this option to prepare document files for other programs (like communication programs) that require ASCII format files and lines of a certain maximum length.

If you don't include line breaks with an unformatted Word document, lines that are normally ended by wordwrap will be combined and saved as very long individual lines.

Paragraph marks, end-of-line marks, section marks, and page breaks are all saved as ASCII return characters. Optional hyphens are saved as regular hyphens.

**Microsoft Word 1.0 (also Microsoft Works)** Saves your document so that comparable character and paragraph formatting can be interpreted by Microsoft Word 1.0 and Microsoft Works. Because of differences in the programs, some features may not be transferable, including outlining levels, styles, and hidden text format.

**Microsoft Word (MS-DOS®)** Saves your document so that comparable character and paragraph formatting can be interpreted by Microsoft Word for MS-DOS. Because of differences in the programs, some features may not be transferable, including outlining levels and styles.

**MacWrite** Saves your document so comparable character and paragraph formatting can be interpreted by MacWrite. Because of differences in the programs, some features may not be transferable, including outlining levels, styles, and hidden text format.

**Interchange Format (RTF)** Interchange format, or Rich Text format (RTF), is a Microsoft word processing document format. This format encodes Word formatting in plain ASCII codes to allow easy interpretation by other programs that read this format.

You can get a copy of this file format by writing to:

Microsoft Corporation  
RTF/Applications  
16011 NE 36th Way  
Box 97017  
Redmond, WA 98073-9717

## Saving a Document

Whether you're creating a new document or changing an old one, you need to save it on the disk so you can add to it or print it later.

It is a good idea to save changes to your document often, especially if you are moving or copying text to the document from another program or another document. If you see the "Disk Full" message when you save, it means there isn't enough room on the disk for your document. Insert another disk and save the document again.

Word has two commands for saving documents: Save As for saving new documents, and Save for saving changes to a document.

You can also use the Save As command to take advantage of the options Word makes available for saving.

Save As options make it easy to:

- Make a "fast save."
- Make a backup copy.
- Save an unformatted (text-only) version of a document.
- Save an unformatted document with line breaks.
- Save documents in a variety of other file formats.

---

### Saving a new document

- 1 Choose Save As from the File menu.
- 2 Type the document name in the Save Current Document As box.
- 3 Click the Save button.

---

### Saving an existing document

When you save a document that you've already saved, the new version replaces the old one on the disk.

- Choose Save from the File menu.



---

**Saving a glossary**  
(Full Menus)

- 1 Choose Glossary from the Edit menu.
- 2 Choose Save As from the File menu.
- 3 Type a name in the Save Glossary As text box.
- 4 Click the Save button.

---

**Saving a dictionary**

- 1 Choose Spelling from the Document menu.
- 2 Choose Save As from the File menu.
- 3 Type a dictionary name in the Save Current Dictionary As text box.
- 4 Click the Save button.

---

**Saving an ASCII version of a document**  
(Full Menus)

You can make unformatted text-only versions of documents for transferring to other programs or for telecommunication.

- 1 Choose Save As from the File menu.
- 2 Click the File Format button.  
A list of file formats appears.
- 3 Click Text Only.  
If you are telecommunicating or using a program that requires line breaks, click Text Only With Line Breaks.
- 4 Click OK.
- 5 Click the Save button.



### **Saving with other document formats (Full Menus)**

- 1 Choose Save As from the File menu.
- 2 Click the File Format button.  
A list of file formats appears.
- 3 Click the desired format.
- 4 Click OK.
- 5 Click the Save button.

### **Making multiple versions of a document**

You can also use Save As for creating multiple versions of a document. Just type a new document name each time you save.

- 1 Choose Save As from the File menu.
- 2 Type a new name for the document.
- 3 Click the Save button.

#### **For information on**

Making a fast save or saving a backup copy

#### **See**

Save Command  
Save As Command

## **Scrolling**

In Word, you scroll with the mouse the same way you scroll in any Macintosh window that has scroll bars:

<b>To scroll</b>	<b>Do this</b>
Down one line	Click the down scroll arrow.
Up one line	Click the up scroll arrow.
Down one screen	Click the scroll bar below the scroll box.
Up one screen	Click the scroll bar above the scroll box.
To a place in the document	Drag the scroll box to the appropriate position in the scroll bar.

You can also scroll while selecting text. Use the mouse to start selecting in the usual way, and drag the mouse pointer to the upper or lower window border. As the mouse pointer contacts the border, the text scrolls—up if you drag to the top border, down if you drag to the bottom border. This type of scrolling makes it easy to select text beyond the edge of the screen.

As you scroll through the document, the lower-left corner of the screen shows the page number for the text in the window. If the page number is dimmed, it means that the document has been edited or formatted since the last time you printed or repaginated, and that page breaks may now be different. To make the page numbers reflect the changes in the document, you need to repaginate.

If you are using full menus, you can also scroll the window horizontally. This is important if your text is wider than 6 inches, or if you are using a negative indent at the left margin.

Use the mouse in the horizontal scroll bar the same way you use it in the vertical scroll bar—click the scroll arrows or scroll bar, or drag the scroll box. Clicking the scroll arrows scrolls a small amount. Clicking the scroll bar scrolls a larger amount.

The ruler scale starts at 0 (zero) at the left margin. You can have text in the left margin—that is, to the left of 0 (zero) on the ruler. Normally, horizontal scrolling does not travel to the left of the left margin.

To scroll to the left, beyond the left margin (full menus only):

- Hold down Shift and click the left horizontal scroll arrow to scroll to the left of 0 on the ruler.

The ruler helps you see where you are in relation to the left margin (0 on the ruler).

#### **For information on**

Using keys to move the insertion point  
in your document

The ruler

#### **See**

Keyboard

Ruler

Show Ruler/Hide Ruler Command

## Section Command

On the Format menu (Full menus only).

The Section command allows you to control many elements of page layout in one dialog box. Use the Section command to format pages for separate sections of the document and to review the current section settings. If your document has only one section, the current section settings apply to the entire document.

**Section Start** Controls how and where a section starts.

### No Break

Starts the section on the same page as the end of the previous section. This option allows you to mix the number of columns on a page. For example, you can have one default-width column in the top half of a page, start a two-column section at the midpoint, then return to one column. If the previous section has multiple columns, Word adjusts all columns to be the same length, ending at the same line. This is often called column balancing. If you turned on the Include Endnotes option for the previous section, any footnotes are included before the new section starts.

New Column	Starts the section in a new column. The previous and new sections must have the same number of columns. If they do not, the section starts on a new page.
New Page	Starts the section on a new page.
Even Page	Starts the section on the next even-numbered page. If the previous section ends on an even-numbered page, Word inserts a blank page before the new section starts, so the new section will begin on an even-numbered page.
Odd Page	Starts the section on the next odd-numbered page. If the previous section ends on an odd-numbered page, Word inserts a blank page before the new section starts, so the new section will begin on an odd-numbered page.

**Header/Footer** Controls header or footer position.

From Top	Specifies the distance from the top of the page to the top of the header.
From Bottom	Specifies the distance from the bottom of the page to the bottom of the footer.
First Page Special	Gives you the option of turning off the header and footer for the first page of the section or creating a different header and footer for the first page. Also prevents a page number from printing on the first page. When you turn on this option, Word adds Open First Header and Open First Footer commands to the Document menu.

**Page Number** Controls page number position and format. The page number format options also are applied to page numbers embedded in headers or footers, and to page numbers placed in Page Preview.

**Page Numbering** Indicates that you want Word to add page numbers automatically as the document prints.

**Restart at 1** Restarts page numbers at page 1 in this section.

**1 2 3** Indicates Arabic numerals for page numbers.

**I II III** Indicates Roman numerals (uppercase) for page numbers.

**i ii iii** Indicates Roman numerals (lowercase) for page numbers.

**A B C** Indicates uppercase letters for page numbers.

**a b c** Indicates lowercase letters for page numbers.

**From Top** Specifies the distance from the top of the page to the top of page numbers.

**From Right** Specifies the distance from the right edge of the page to the position where the page number will align flush left.

If you turned on the Facing Pages option in the Page Setup dialog box, numbers on left-hand pages are positioned from the left edge of the page and are flush right.

**Footnotes** Controls whether footnotes print at the end of the section.

**Include Endnotes** Includes footnotes at the end of the section.

If the Endnotes option in Page Setup is turned on, this option is automatically turned on. If you turn off the Include Endnotes option, Word includes footnotes from this section at the end of the next section that has Include Endnotes turned on.



**Line Numbers** Controls line numbering in printed documents.

Line Numbering	Prints line numbers to the left of your text. Line numbers do not show on the screen; they will show when you print the document, or when you use Page Preview to look at the finished document.
By Page	Starts line numbering at 1 on each page.
By Section	Starts line numbering at 1 for the current section.
Continuous	Continues line numbering in order from the previous section, or starts at 1 if the current section is the only one in the document.
	Blank lines created by pressing Return or Enter are numbered, but blank lines created with spacing options in the Paragraph command are not. Lines in footnotes are not numbered.
Count By	Prints line numbers at specified intervals (for example, every fifth line or every tenth line) instead of at each line.
From Text	Specifies the distance between the left margin and the right-most digit of the line number. The preset distance is 0.25 inch for single columns and 0.13 inch for multiple columns.

**Columns** Controls column layout on the page.

Number	Specifies how many columns you want on the page.
Spacing	Specifies the distance between columns.



**Cancel** Closes the dialog box, ignoring any changes you may have made but not applied.

**Apply** Applies the section format(s) you've chosen to the current section, without closing the dialog box.

**Set Default** Changes the default from Word's preset default settings to the settings currently chosen in the dialog box.

**For information on**

Numbering lines  
Previewing pages for printing

Page margins

Footnotes

Multiple columns

Changing default settings

Adding or removing sections

Adding headers or footers

**See**

Numbering Lines

Margins

Page Layout

Page Preview Command

Margins

Page Setup Command

Footnotes

Columns

Default Settings

Sections

Headers and Footers

## Sections

A section is a part of a document whose different page layout settings differ from other parts of the document in one or more of the following ways:

- Page number format
- Position of page numbers, headers, and footers
- Location of footnotes
- Line numbering
- Number of columns

Often your documents have the same page layout throughout, so your document will have just one section. In that case, section options apply to the entire document. You can vary the page layout within a document by creating new sections and formatting them.

You create sections in your document by adding section marks. Each section mark affects the text that precedes it. You can select the section mark and copy it to another location to duplicate the page layout formats. When you choose Section and assign new formats, those formats apply to the text in front of the selected section mark, or to the section containing the insertion point.

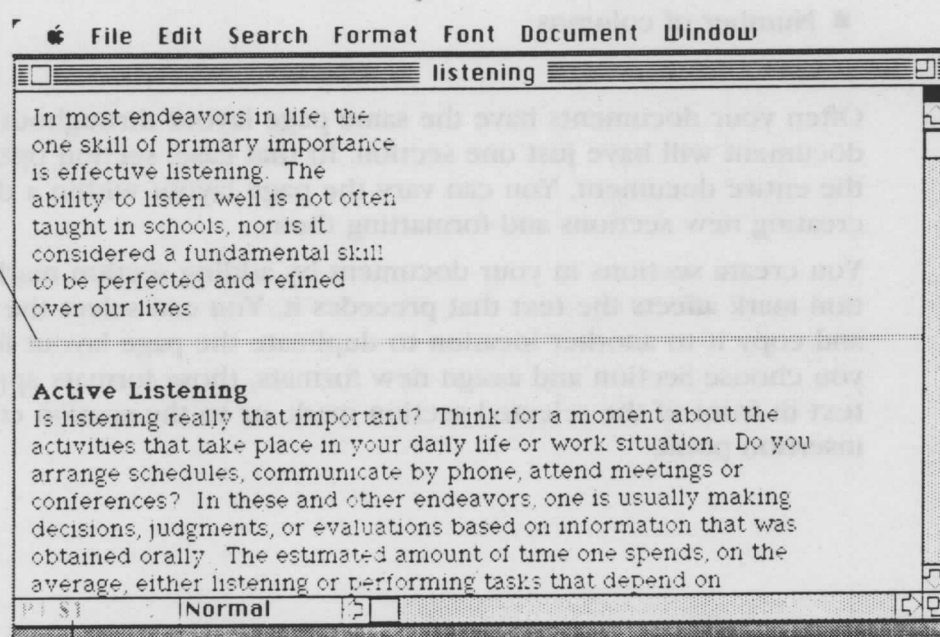
## Adding a section mark (Full Menus)

- 1 Position the insertion point where you want the section mark.
- 2 Press Command-Enter.

The section mark appears as a double dotted line.

New sections have the same formatting as the previous section. Use the Section command to change section options.

Section mark



Current section number shown here

## Removing a section mark

- 1 Double-click the section mark to select it.
- 2 Press Backspace.

### For information on

Section options  
 Laying out pages  
 Numbering lines or pages  
  
 Multiple-column pages  
 Adding a header or footer  
 Controlling where footnotes print  
  
 Adding section formats to a menu

### See

Section Command  
 Page Layout  
 Numbering Lines  
 Numbering Pages  
 Columns  
 Headers and Footers  
 Footnotes  
 Page Setup Command  
 Section Command  
 Menus

## Selecting

Selecting is the process for designating text or graphics that you want to work on. Most editing and formatting actions require two steps: first you select the text or graphic you want to work on; then you initiate the appropriate action. For example, to delete a word, select the word, then choose the Cut command. The benefit of this select-then-act method is that any method of selecting can be combined with any action.

You can select whenever the mouse pointer is an I-beam (within the text area) or a right-pointing arrow in the selection bar (next to the left window border). White space to the right of the ends of lines, to the left of the left indent, and between lines and paragraphs cannot be selected because it is not text. If you attempt to select in these areas, a selection will appear in the text nearest the mouse pointer.

Some white space in the document contains tab marks, spaces, or paragraph marks, all of which are normally invisible. You select these characters like any others. To see these and to make selecting them easier, choose Show ¶.

Text you select appears highlighted — that is, in white characters on a black background. This is also called reverse video. A selected graphic frame is not shown in reverse video; instead, it has a solid frame around it, rather than its usual dotted frame. Selecting during the keyboard editing commands — Copy, Move, and Copy Formats — displays the selection as a dotted underline.

Once you have a selection, you can expand or contract its size. Whether the selection size expands or contracts depends on two factors: the starting point of the selection (called the anchor point), and in which direction from the anchor point the change is being made. A change that moves away from the anchor point extends (expands) the selection. A change that moves toward the anchor point contracts the selection up to the anchor point.

Except when you extend or contract the selection with the Shift-click method (see “Extending a selection” later in this topic), selecting with the mouse replaces the previous selection. This effect makes it easy to correct an incorrect selection.

To select	Do this
Insertion point	Point and click.
Any amount of text	Drag over the text.
Character	Drag over it.
Graphic	Click inside it or drag over it.
A word and its trailing spaces	Double-click anywhere in it.
Sentence and its trailing spaces	Hold down Command and click anywhere in the sentence.
Line	Click the selection bar to the left of the line.
Paragraph	Double-click in the selection bar next to the paragraph.
Entire document	Hold down Command and click in the selection bar.

### Selecting a block of text

- 1 Click where you want the selection to start.
- 2 If necessary, scroll to the end of the text you want to select.
- 3 Hold down the Shift key and click on the last character you want to select.

### Extending a selection

From any selection or insertion point, you can extend a selection easily.

- 1 Scroll to the end of the text you want to select.
- 2 Hold down the Shift key.
- 3 Click the last character you want to select.

You can also extend the selection by units of text:

- 1 Select a unit of text, and continue holding down the mouse button.  
A unit of text is a character, a word, a line, a sentence, or a paragraph.
- 2 Drag to the end of the text you want to select.

For example, select a word by double-clicking it, but hold down the mouse button after the second press (click-press and hold). Then drag the mouse pointer and watch the selection extend by a word at a time. The selection will end with a whole word (or whatever unit you started the selection with).



## Selecting a column (Full Menus)

- 1 Hold down the Option key.
- 2 Drag across the column to form a rectangular highlight.

If you are selecting a column in a table, be sure to include the trailing tab marks for each line so that when it is inserted elsewhere it maintains its proper alignment.

	Mar. 31	June 30	Sept. 30	Dec. 31
Total Sales	112,600	125,890	139,722	154,900
Costs and Expenses				
Cost of sales	61,990	65,748	71,994	76,830
Operating, G&A	32,889	34,600	40,987	43,980
Long-term interest	245	244	189	93

Position insertion point here...

...then press Option and drag to here.

Unless text is set up in columns separated by tabs, characters do not always line up in neat columns on the screen because of their different widths. In this case, column selection may appear to cut across some characters. Characters at the edge of the selection rectangle are considered part of the selection if at least half of the character is within the selection.

You can also select a column as follows:

- 1 Click in the upper-left corner of the column you want to select.
- 2 Hold down Shift-Option.
- 3 Position the pointer in the lower-right corner of the column you want to select.
- 4 Click to select the column.

#### For information on

Moving the insertion point and selecting with the keyboard; key combinations that affect the mouse

Scrolling

#### See

Keyboard

Scrolling

## Shadow Command

On the Format menu.

The Shadow command displays selected characters in shadow format, or removes the shadow format if the characters are already shadowed. This style prints best on the ImageWriter printer.

This text is in shadow format.

#### For information on

Formatting characters

#### See

Character Command  
Character Formatting

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## Short Menu Command

See "Full Menu/Short Menu Command."

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## Show Clipboard Command

On the Window menu.

The Show Clipboard command displays the Clipboard window. The Clipboard window shows the text or graphic you most recently cut or copied. You can scroll to see the contents of the Clipboard but you cannot edit the contents.

**For information on**

Moving text or pictures with the Clipboard

**See**

Moving text  
Your Macintosh owner's guide

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## Show ¶ Command

See "Hide ¶/Show ¶ Command."

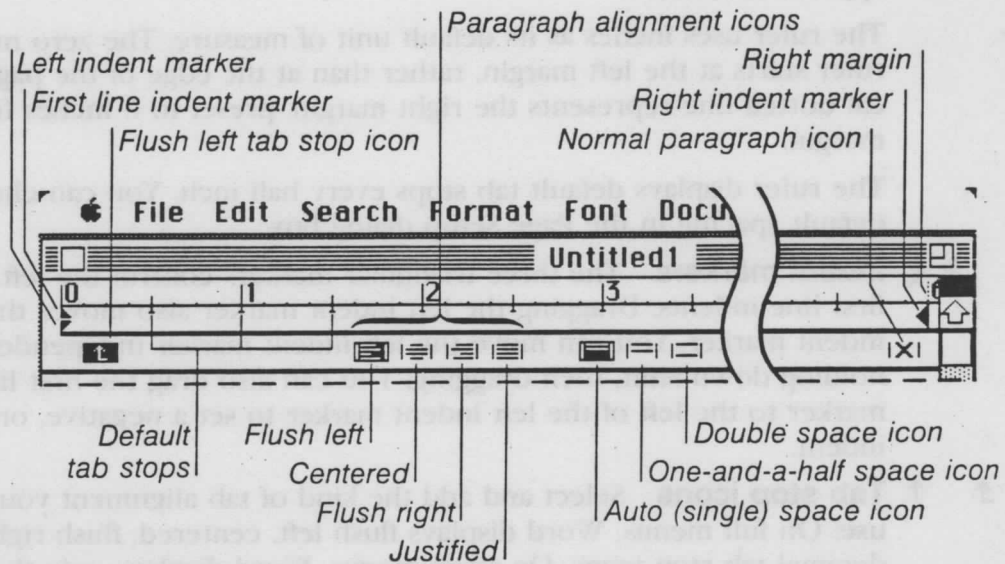
---

## Show Ruler/Hide Ruler Command

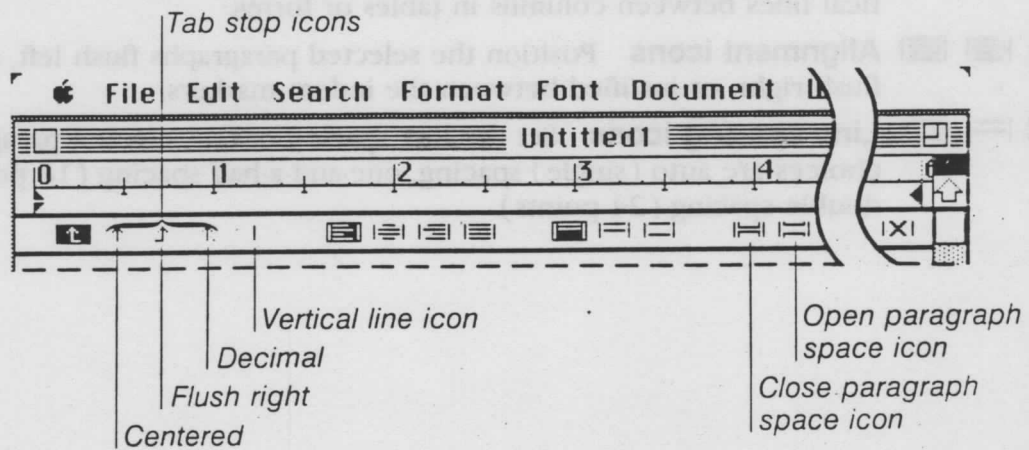
On the Format menu.

The Show Ruler command displays the ruler. You can use the ruler to apply paragraph formats, to set tabs, or to quickly reset all paragraphs to default format. Changes you make with the ruler apply only to the selected paragraph(s).

The appearance of the ruler varies depending on whether you are using short or full menus. The short menus ruler contains icons to control the formatting you'll use most often:



In full menus, you see additional icons:



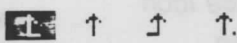
The ruler also appears when you choose the Paragraph command from the Format menu.

The ruler always reflects the formatting of the selected paragraph. However, if the selection contains paragraphs with different formats, the ruler appears dimmed.

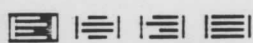
The ruler uses inches as its default unit of measure. The zero mark of the ruler starts at the left margin, rather than at the edge of the page. A vertical dotted line represents the right margin, preset to 6 inches from the left margin.

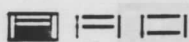
The ruler displays default tab stops every half inch. You can change the default spacing in the Page Setup dialog box.

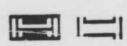
- ▶ ◀ **Indent markers** The three triangular markers control the left, right, and first line indents. Dragging the left indent marker also moves the first line indent marker. You can move the left indent marker independently by holding down Shift, then dragging. You can also drag the first line indent marker to the left of the left indent marker to set a negative, or "hanging," indent.


-  **Tab stop icons** Select and add the kind of tab alignment you want to use. On full menus, Word displays flush left, centered, flush right, and decimal tab stop icons. On short menus, Word displays only the flush left tab stop icon. You can set up to 30 tab stops in a paragraph.

- | **Vertical line icon** (Full menus only) Puts a vertical line through selected paragraphs at the position you choose. Use this option to draw vertical lines between columns in tables or forms.

-  **Alignment icons** Position the selected paragraphs flush left, centered, flush right, or justified between the indent markers.

-  **Line spacing icons** Set the line spacing of the selected paragraphs. The choices are auto (single) spacing, one-and-a-half spacing (18 points), and double spacing (24 points).

 **Close and open space icons** (Full menus only) The open space icon adds 12 points before the selected paragraphs. The close space icon removes space before the selected paragraphs.

 **Normal paragraph icon** Changes paragraphs to default format: flush left, single spacing, and no space before. It deletes all tab stops from the ruler and restores the default tab stops. Tab marks you typed in your text remain but move to align with the default tab stops.

#### For information on

Formatting paragraphs; changing indents and tabs with the Paragraph command

Line spacing

Aligning text

Indenting text

Tab stops; changing default tab stops

Changing ruler units of measure

#### See

Paragraph Command

Line Spacing

Aligning Paragraphs

Indenting Paragraphs

Tabs and Tables

Preferences Command

## Sort Command

On the Document menu (Full menus only).

The Sort command sorts selected paragraphs, columns, or lines ending with the end-of-line mark. Word normally sorts in ascending order, from lowest to highest: 1–9 or A–Z. To sort in descending order, press the Shift key while you choose Sort.

#### For information on

Sorting a table, data document, or information from other programs; sort keys

ASCII values

#### See

Sorting

Appendix D, "The Macintosh Character Set"



## Sorting

Sorting allows you to alphabetize selected lines or paragraphs, rearrange lines or paragraphs by number, or rearrange lines or paragraphs by a combination of letters and numbers. You can sort data documents for mail merge, or sort information copied from other programs such as Microsoft File or Microsoft Excel.

You can also use sorting to reorganize paragraphs, lines in tables, or lists without using the Copy and Paste commands to move them individually. Just number the items according to the order you'd like, then sort them.

To sort information, you select the lines, paragraphs, or column(s) and choose the Sort command from the Document menu. You can sort in ascending or descending order.

### Sorting Order: How Word Sorts

When Word sorts, it looks at the leftmost text in the paragraph, line, or column selection and compares it to others in the selection. The lines or paragraphs of the selection are rearranged to appear in the appropriate order. The following rules apply:

- Paragraphs or lines beginning with punctuation marks are placed first, those beginning with numbers are placed second, and those beginning with letters are placed last.
- For numeric sorting decisions, Word evaluates all digits in a sequence as a numeric value, rather than as a sequence of digits.
- If numeric values are the same, then Word sorts the numbers as if they were characters. For example, 1.0 precedes 1.00. If the numeric characters are the same, but mixed with letters, then the alphabetic portion determines the sort order. For example, 10a precedes 10b.
- Quotation marks, spaces, tabs, and diacritical marks are ignored.
- When the selection contains the same letter in uppercase and lowercase, the uppercase letter precedes the lowercase letter.
- International characters are sorted as they appear in the alphabet (for example, ß — which represents double s — appears after s).

### **Sorting text** (Full Menus)

- 1 Select the paragraph(s) or column(s) you want to sort.
- 2 Choose Sort from the Document menu.

Word sorts the selected text in ascending order (1–9, A–Z). To sort in descending order, hold down Shift, then choose the Sort command.

### **Sorting a table** (Full Menus)

If you use normal text selection to select paragraphs or lines, Word sorts based on the whole paragraph or line, starting at the leftmost text. If you select a column in a table as the “sort key,” Word rearranges the lines of the table based on the sorted order of the selected column. For example, to sort an inventory table by part number, you select the part number column as the sort key, and Word sorts the part numbers and reorders the corresponding lines in the table.

To sort a table:

- 1 Select the column you want to use as the sort key.
- 2 Choose Sort from the Document menu.

Word rearranges the rows of the table by the ascending order of the values in the column. To sort in descending order, hold down Shift, then choose the Sort command.

If you select more than one column, Word sorts first according to the leftmost column.

---

**Sorting paragraphs of text**  
(Full Menus)

You can sort paragraphs to reorganize them in a document without using the Cut and Paste commands to move them individually.

- 1 At the beginning of each paragraph, insert the number representing its new position in the series of paragraphs.

For example, if you want to reorder a series of three paragraphs, type 1 as the first character of the paragraph you want to come first; type 2 and 3 accordingly.

- 2 Select the paragraphs.

To reorder all paragraphs, select the entire document.

- 3 Choose Sort from the Document menu.

---

**Sorting a data document or information from other programs**  
(Full Menus)

If you sort table-style information, such as a data document, or information copied from another program, such as Microsoft File or Microsoft Excel, keep the following in mind:

- If your fields are separated by commas, Word sorts the first field in each record.
- If your fields are separated by tabs, you can sort information as you would a table. See "Sorting a table," earlier in this topic.

### Undoing a sort (Full Menus)

If you want to put text back in the order it was before you sorted, you can use the Undo command from the Edit menu. Undo reverses the most recent editing or formatting action, so you need to use Undo immediately after you sort.

- Choose Undo from the Edit menu.

#### For information on

Selecting a column  
Tables

#### See

Selecting  
Tabs and Tables

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## Spelling

You can check the spelling of words in your document with the Spelling command. You can also use this command to create and maintain your own custom dictionaries, called user dictionaries. You can check the spelling of just one word, a selection of text, or an entire document. Word automatically checks your document against the main dictionary, plus any other user dictionaries you specify. It displays any word not found in the dictionaries so that you can change the word or add it to a user dictionary.

Word checks the spelling of visible text only. If you have any text formatted as hidden text, you must first make it visible in order to check its spelling. You can suspend the spelling check at any time by pressing Command-.(period) or clicking the Cancel button. Then you can work on your dictionaries, continue the spelling check, or cancel the Spelling command by clicking the Cancel button again.

## About Dictionaries

Word includes a built-in dictionary, called the main dictionary. This dictionary is protected; you cannot add or delete entries.

You can create your own dictionaries. Dictionaries you create are called user dictionaries. User dictionaries can contain words you use frequently that are not in the main dictionary — words such as specialized terms for your profession, names of people, and companies you work with. Word automatically creates a dictionary called User 1. When you choose Spelling the first time, you'll notice that the User 1 dictionary is listed in the Open Dictionaries box. Initially, this dictionary is empty; it is listed here so you can easily add new entries to it.

When a user dictionary is open, Word checks words against it after checking the main dictionary. When you select a user dictionary, the Words list box displays its entries.

Generally, you don't want to keep more dictionaries open than you need at the moment, because this can slow the spelling check.

---

### Checking spelling

Word checks the entire document, including headers, footers, and footnotes.

- 1 Choose Spelling from the Document menu.

Word checks the word containing the insertion point, or the word just after the insertion point. If text is selected, Word checks the first word in the selection. When a word is not in the dictionaries, Word displays it as an unknown word; see step 3.

- 2 Click the Start Check button to check the rest of the document or selection.

When Word finds a word not in the dictionaries, it displays the word.



- 3 To change the word, type a replacement in the Change To box and click the Change button.

To view a list of proposed spellings, click the Suggest button. Then select a proposed word and click the Change button.

To add the word to a dictionary, select a user dictionary and click the + (plus) button.

To leave the word as is and continue the spelling check, click the No Change button.

To cancel the spelling check, click the Cancel button.

- 4 When Word reaches the end of the document, you see the message "Continue checking from beginning?" Click OK to go to the beginning and continue checking. Click Cancel to end the spelling check.

If you want to interrupt the spelling check to edit your document or move the insertion point, click in the document window to close the dialog box. When you want to resume the spelling check, choose Spelling and click the Continue Check button.

---

### **Creating a new dictionary (Full Menus)**

- 1 Choose Spelling from the Document menu.
- 2 Choose New from the File menu.  
Word creates a new dictionary, named User x.
- 3 Use the following procedure, "Adding or deleting dictionary words," to add words to the new dictionary.
- 4 To rename and save the dictionary, choose Save As from the File menu.



---

### **Adding or deleting dictionary words** (Full Menus)

Word often finds words during the spelling check that are valid words such as proper nouns, people's names, and company or product names. To keep Word from listing these words in future spelling checks, you can add them to a user dictionary when Word finds them.

- 1** Choose Spelling from the Document menu.
- 2** When Word lists a word in your document that you'd like to add to a dictionary, select a user dictionary from the Open Dictionaries list box. You can also type a word you want to add to a dictionary in the Change To box.  
To delete a word from a dictionary, you must select it in the Words list box or type it in the Change To box.
- 3** To add to the dictionary, click the + (plus) button in the dialog box. To delete from the dictionary, click the - (minus) button.

You may find that an easy way to add words to the dictionary is to create a new document that contains only the words you want to add to the dictionary, then follow the procedure above.

---

### **Opening a dictionary** (Full Menus)

Use this procedure to open user dictionaries in addition to User 1.

- 1** Choose Spelling from the Document menu.
- 2** Choose Open from the File menu.
- 3** Double-click the name of the dictionary you want to open.

## Closing a dictionary (Full Menus)

Closing unneeded dictionaries will speed up spelling checks:

- 1 Choose Spelling from the Document menu.
- 2 Select the user dictionary to close from the Open Dictionaries list box.
- 3 Choose Close from the File menu.

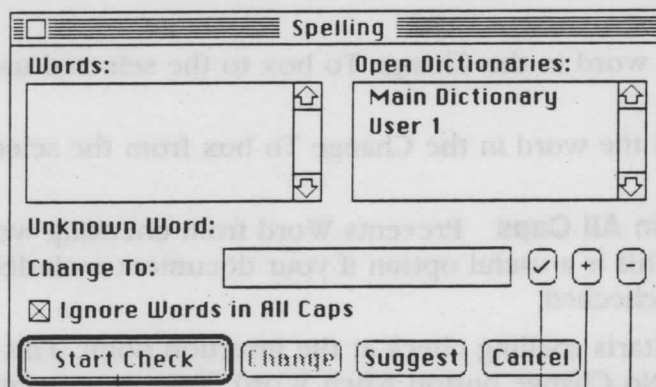
**For information on**  
Spelling dialog box

**See**  
Spelling Command

## Spelling Command

On the Document menu.

The Spelling command checks words in your document against Word's main dictionary or against dictionaries you create yourself. You also use the Spelling command to create and maintain your own dictionaries.



Becomes No Change button  
when first unknown word  
is found

Removes word from the  
selected dictionary  
Adds word to the  
selected dictionary  
Verifies spelling

Word checks the word immediately before the insertion point, or the entire selection. If there was an insertion point when you chose Spelling, you then choose whether or not to continue. Word goes through the document searching for words that aren't in any of the open dictionaries. When Word finds an unknown word, it displays the word and offers you the option of changing the word, ignoring it, or adding it to or deleting it from a dictionary.

**Words** When you click the Suggest button, lists alternative spellings for the unknown word. If you select a word from the list, it is displayed in the Change To box, where you can edit it if necessary.

If you select one of your own dictionaries in the Open Dictionaries list box, Word displays the contents of the selected dictionary in this list box.

**Open Dictionaries** Lists dictionaries that Word consults when it checks spelling. Word's main dictionary and User 1 are always opened automatically. Open additional dictionaries with the Open command from the File menu.

**Unknown Word** Displays a word that Word did not find in the open dictionaries.

**Change To** Type the correct spelling here, or type a word to add to or delete from a user dictionary.

- ☒ **Check** Verifies that the word you typed in the Change To box is spelled correctly. If the word is not in any open dictionary, it is displayed as the unknown word.
- ☐ **Plus** Adds the word in the Change To box to the selected user dictionary.
- ☐ **Minus** Deletes the word in the Change To box from the selected user dictionary.

**Ignore Words in All Caps** Prevents Word from checking words in all capital letters. This is a useful option if your document includes acronyms you don't want checked.

**Start Check** Starts spelling check at the insertion point. This button changes to the No Change button when Word finds an unknown word, and to the Continue Check button if you interrupt the spelling check by clicking in the document or clicking the Cancel button.

**Continue Check** Resumes spelling check after it has been interrupted.

**No Change** Ignores the unknown word and continues the spelling check. If the same word is found again, No Change becomes the default button.

**Change** Replaces the current unknown word with the text in the Change To box, and continues the spelling check. If the same unknown word is found again, and you replaced it, this same word is proposed in the Change To box and Change becomes the default button.

**Suggest** Displays a list of alternatives to the unknown word in the Words list box and proposes a word to replace the current unknown word. You can accept or edit the proposal, or select a different alternative from those shown in the Words list box.

## Starting Word

You can start Word from the Finder in several different ways:

To	Do this
Start Word and display a new document	Double-click the Word program icon.
Start Word and open selected document(s)	Select one or more Word documents, and double-click one of them.
Start Word and see Help	Double-click the Word Help document.
Use Word with Switcher	Double-click the Switcher icon. Double-click an empty Switcher slot and choose Word from the list box.

When you start Word, it uses the last settings you chose for the following commands and options. If you haven't changed a setting, Word uses the default setting.

- **Styles.** If you didn't create or apply any styles, Word uses Normal for any text you type.
- **Page setup,** including printer settings, margins, paper size, and footnote location.
- **Section formats,** including columns, page number format and position, and header and footer positions.
- **Preferences,** including unit of measure, and hidden text and printer display.
- **Full menus or short menus.**
- **Show ¶ or Hide ¶.**
- **Printer choice.**

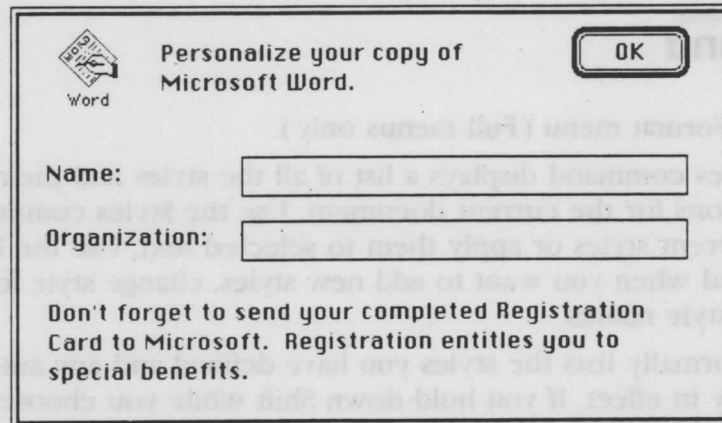
Word stores changes to default settings in a file called Word Settings. If you remove this file, Word returns to its preset default settings.

## Adding your name to the Word disk

The first time you start the Word program, you'll be asked to personalize the master Word Program disk. You should do this before creating any backup copies.

- 1 Start Word.

A dialog box appears.



- 2 Type your name in the Name box.
- 3 If appropriate, type your company or department name (or any other information you'd like to record permanently on the disk) in the Organization box.

Your disk is permanently marked with your name. All copies will be marked with your name too.



**For information on**

Default settings

Default styles

Preferences

Page setup

Section formats

Opening documents

**See**

Default Settings

Styles: Formatting the Easy Way

Preferences Command

Page Setup Command

Section Command

Sections

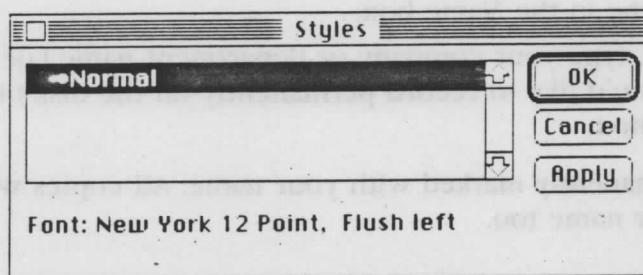
Open Command

## Styles Command

On the Format menu (Full menus only).

The Styles command displays a list of all the styles and their formatting instructions for the current document. Use the Styles command to review your current styles or apply them to selected text. Use the Define Styles command when you want to add new styles, change style formatting, or change style names.

Styles normally lists the styles you have defined and any automatic styles currently in effect. If you hold down Shift while you choose Styles, all automatic styles are also displayed.



**List box** Lists the names of the styles you've defined and automatic styles in use in alphabetical order. When you first choose Styles, Word puts a checkmark next to the style name of the first selected paragraph (or the paragraph containing the insertion point). Automatic styles appear with bullets next to them.

**Style description area** Shows the formatting instructions for the selected style in the area below the list box.

Instructions consist of the name of the base style (often Normal) plus variations. Variations appear as the name of a format (Bold, Side-by-Side) or as a description of formats that take additional choices (Tab stops: 3 in Centered).

If the instructions are too long, they are abbreviated. You can see formats for abbreviated definitions by reviewing the settings in the Character and Paragraph dialog boxes. When you first choose Styles, the formats for the first style in the selection are displayed.

**OK** Applies the selected style to the text selection and closes the dialog box.

**Cancel** Closes the dialog box but does not discard any styles you have already applied.

**Apply** Applies the selected style to the selected text, leaving the dialog box on the screen so you can continue to select and apply styles until you click OK or Cancel.

#### For information on

Defining and using styles

#### See

Define Styles Command  
Styles: Formatting the Easy Way

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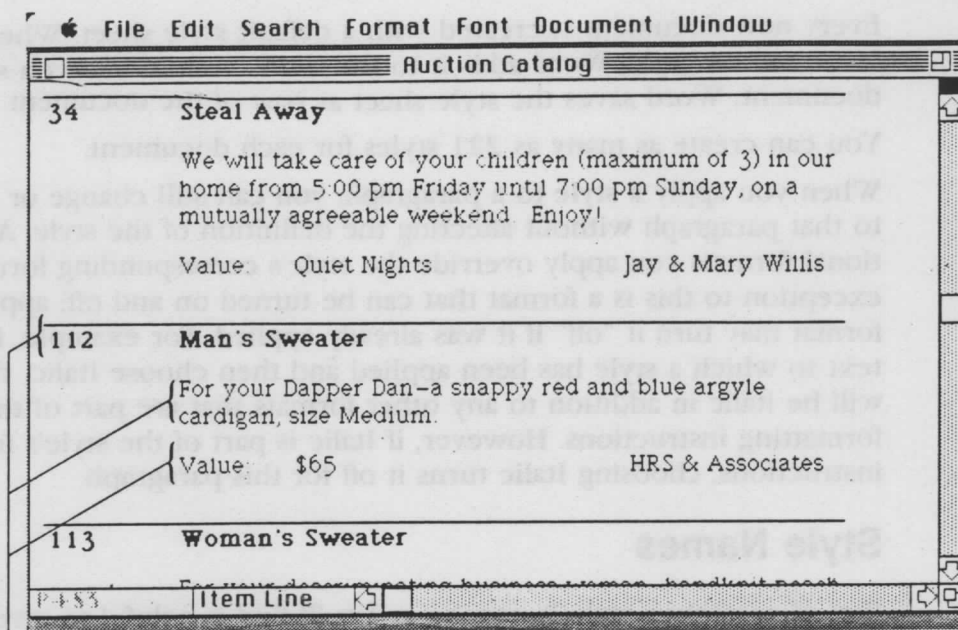
## Styles: Formatting the Easy Way

A style is a collection of paragraph and character formats that you apply to a paragraph with one command. You give each style a unique name. A list of styles used in a particular document is called a style sheet. Every document comes with a style sheet to which you can add your own styles.

Creating styles for a document is like creating a design or blueprint for it. When you want to use that particular design again, you apply styles to the text, instead of having to apply all the formats individually.

The advantages of using style sheets are:

- Once you set up styles, it is quick and easy to format a document.
- It is easy to keep formatting consistent in all your documents.
- You can easily make formatting changes to your entire document by changing the formatting instructions in a style. Any change you make to a style causes all paragraphs having that style to change also.



A different style has been applied to each of these paragraphs.

A style has two parts: one or more style names, and a set of formatting instructions consisting of character and paragraph formatting commands and ruler settings. Each style name must be unique.

When you apply a style, that style's formatting is applied to all text in a selected paragraph even if you've selected only a portion of the paragraph. You can apply a style to one selected paragraph or to many.

Word has two commands for working with styles:

- The Define Styles command creates new styles and modifies existing styles.
- The Styles command displays the formatting instruction of existing styles and applies them to text in a document.

Every new document is created with a default style sheet. When you create a new style, Word adds it to the style sheet. When you save your document, Word saves the style sheet as part of the document.

You can create as many as 221 styles for each document.

When you apply a style to a paragraph, you can still change or add formats to that paragraph without affecting the definition of the style. Any additional formats you apply override the style's corresponding formats. An exception to this is a format that can be turned on and off: applying the format may turn it "off" if it was already applied. For example, if you select text to which a style has been applied and then choose *Italic*, the text will be italic in addition to any other formats that are part of the style's formatting instructions. However, if *Italic* is part of the style's formatting instructions, choosing *Italic* turns it off for this paragraph.

## **Style Names**

Part of creating a style is naming it. You'll find it helpful to give the style a name that describes part of a document or what the style does. For example, you could give the name "title" to a style composed of these formats: bold, 14-point Geneva, centered with extra space below. These commands together format the paragraph to look like a title.

All style names must be unique. If you try to name a style with a name you've already used, Word will warn you in a message box. If you click No, the formatting instructions of the previously defined style remain in effect under that name. If you click Yes, the new formatting instructions replace those of the previously defined style.



You can give a style more than one name. You can choose to have a longer, descriptive name plus an abbreviation to use with a keyboard shortcut. For example, a style called "title" might also have "tl" as a shorter name. When you name the style, you type all its names in the Style box, separating the different names with commas. Word regards all these names as equivalents.

You can use any combination of characters in a style name except a comma, which you use to separate multiple names. The name of the style applied to a selected paragraph is displayed at the left end of the horizontal scroll bar.

## Formatting Instructions

A style's formatting instructions consist of character and paragraph formatting commands and ruler settings.

When you create a style, you assign formatting instructions to the style by any combination of these methods:

- Choosing commands from the Format and Font menus.
- Changing settings on the ruler.
- Typing keyboard formatting commands.

## Word's Default Style Sheet

Every new document is created with Word's default style sheet, which you can view with the Styles or Define Styles command. Initially the style sheet has one style, Normal, which Word automatically applies to your text. You can modify the default style sheet so that every new document you start has your favorite styles. Word stores default styles in the Word Settings file.



## **Automatic Styles**

Word has 33 predefined styles, called automatic styles. These automatically format common document elements such as page and line numbers, footnote text and reference marks, table of contents or index entries, and headers and footers. Word adds automatic styles to your document's style sheet only when you choose to use them, that is, when you add one of these elements to your document or if you create a style that uses an automatic style as its next or based-on style. For example, footnotes are a specific type of text that Word recognizes as needing specific formatting. When you create a footnote, Word applies the automatic style "footnote text" and adds it to your document's style sheet.

All automatic styles are based on Normal, so any changes you make to Normal will be reflected in the automatic styles. If you change the font used in Normal to Geneva, for example, the font change will be reflected in all automatic styles used in that document. All automatic style names are bulleted when they appear in the Define Styles or Styles list box.

You can modify automatic styles for the current document only or for all new documents.

## **Defining Styles**

You define styles with the Define Styles command. You can easily define a new style, then apply it to the selected text in one step. You follow these steps to define a new style:

- Choose Define Styles.
- Name the style.
- Choose formatting commands.
- Confirm your instructions as shown in the following table.

To	Click
Define the new style	Define
Define the style and apply it to selected paragraphs	Apply
Define the style, apply it, and close the dialog box	OK

As you choose formatting commands, the selected paragraph(s) reflect the changes. You can move the Define Styles dialog box if it covers the selection.

### Defining a new style by example (Full Menus)

You define a new style by example when you want to define a style with formats identical to those of the selected text.

- 1 Select the paragraph whose formatting you want to save as a style.
- 2 Choose Define Styles from the Format menu.  
The formatting instructions for the selected paragraph are displayed in the Define Styles dialog box.
- 3 Type a style name in the Style box.
- 4 Click Define, Apply, or OK.

---

### **Defining a new style with commands (Full Menus)**

- 1** Choose Define Styles from the Format menu.
- 2** Type a style name in the Style box.
- 3** Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to give formatting instructions to the style.

The commands, ruler settings, and dialog box options you choose will appear below the Style box as additions to Normal, the "based-on" style, or the current formatting instructions.

If you make a mistake, you can remove formatting instructions by choosing the command again (for character formatting) or by changing ruler settings or dialog box options.

- 4** Click Define, Apply, or OK.

---

### **Basing a new style on another (Full Menus)**

You can create a style that includes all the formatting of a current style, plus or minus additional formatting. To do this, you include the name of another style, the based-on style, as part of your formatting instructions.

A change to the original style is reflected in the styles that are based on it. For example, you could create a style for comments to yourself, called Notes. You could base the style on Normal, then add italic and hidden character formatting. If you later make changes to Normal, those changes are also made in paragraphs formatted with the Notes style.

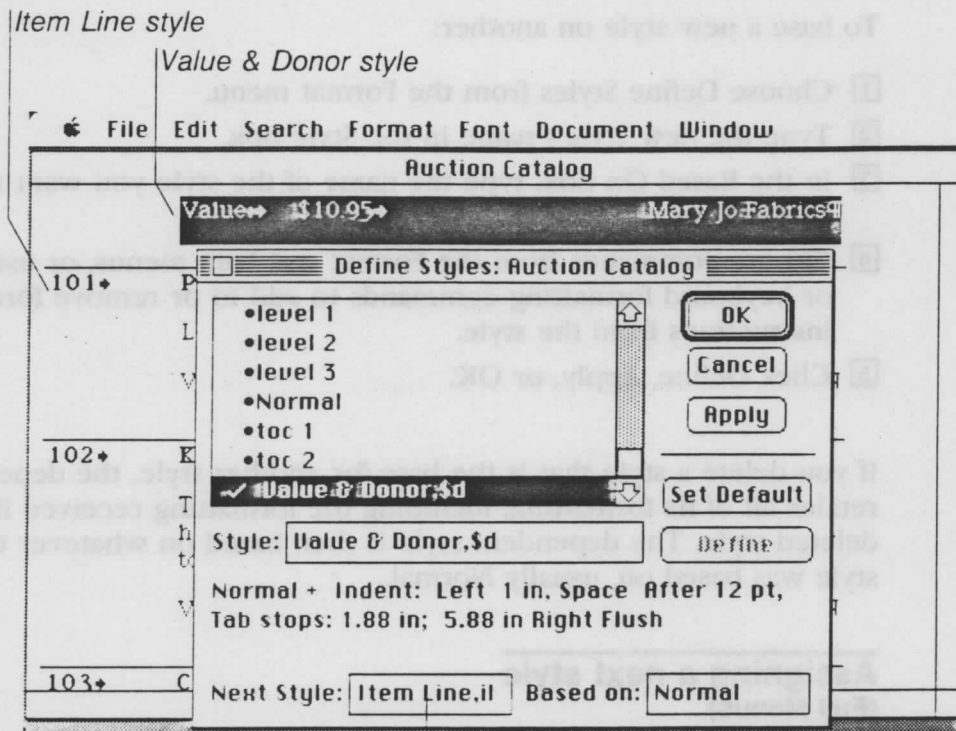
To base a new style on another:

- 1 Choose Define Styles from the Format menu.
- 2 Type the new style's name in the Style box.
- 3 In the Based On box, type the name of the style you want to base the new one on.
- 4 Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add to or remove formatting instructions from the style.
- 5 Click Define, Apply, or OK.

If you delete a style that is the base for another style, the dependent style retains all of its formatting, including the formatting received from the deleted style. The dependent style is then based on whatever the deleted style was based on, usually Normal.

### **Assigning a next style (Full Menus)**

You may have certain types of paragraphs that have different styles but always follow each other. By using the Next Style option in the Define Styles command, you can have a style automatically change to another style when you press Return to start a new paragraph.



*The style Item Line will automatically follow the style Value & Donor when you start a new paragraph.*

Word proposes the current style as the next style, but you can assign another.

To assign a next style:

- 1 Choose Define Styles from the Format menu.
- 2 Create a new style or select an existing style from the list box.
- 3 Type the name of the next style in the Next Style box.
- 4 Click Define or OK.

You apply the next style when you are typing and press Return. The new paragraph will have the next style's format.

## Looking at Style Formatting Instructions

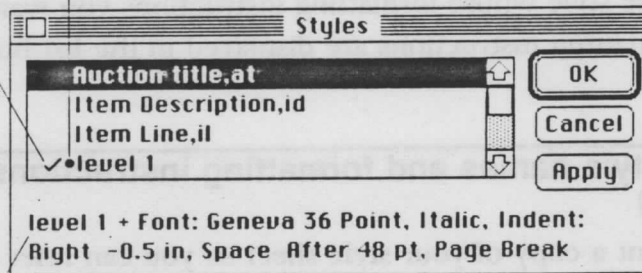
You can use the Styles or Define Styles command to see the current formatting instructions of a style.

### Looking at an existing style's formatting instructions (Full Menus)

- 1 Choose Styles or Define Styles from the Format menu.
  - 2 Select the style you want to look at from the list box.
- Formatting instructions for the selected style are displayed in the dialog box.

*Style of the selected paragraph is checked.*

*Bullet indicates an automatic style.*



*Style formatting instructions for the style selected in the list box*



---

### **Looking at an automatic style's formatting instructions (Full Menus)**

If an automatic style is already in use — if you've created a footnote or a table of contents, for example — the automatic style name appears in the Styles or Define Styles list box with a bullet beside it.

To look at the style's formatting instructions:

- Select the automatic style from the list box.  
Formatting instructions for the selected style are displayed in the dialog box.

To look at the formatting instructions for an automatic style that is not in use:

- 1 Press Shift, then choose Styles or Define Styles from the Format menu.  
The list box shows all automatic styles with bullets beside them.
- 2 Select the style whose formatting instructions you want to look at.  
The formatting instructions are displayed in the list box.

---

### **Printing style names and formatting instructions (Full Menus)**

You can print a copy of your style sheet so you can refer to it easily.

- 1 Choose Styles or Define Styles from the Format menu.
- 2 Choose Print.

The style names and their formatting instructions are printed in alternating lines.

## Applying Styles

Once you've created a style, you apply it to selected paragraphs. The style applies to all text in a paragraph, even though only part of a paragraph may be selected. When you press Return to start a new paragraph, the style designated in the Next Style box of the Define Styles dialog box is applied.

Word gives you two ways to quickly apply an existing style to selected paragraphs. To apply a style, you can use the Styles command or a key combination.

### Applying an existing style with the Styles command (Full Menus)

- 1 Select the paragraph(s) you want to apply the style to.
- 2 Choose Styles from the Format menu.  
If you want to see all automatic styles, press Shift as you choose the Styles command.
- 3 In the list box, select the style that you want to apply.  
If you have applied a style to the selected text before, that style's name is checked.
- 4 Click Apply or OK.

---

### **Applying an existing style with the keyboard (Full Menus)**

You can bypass the Styles or Define Styles dialog box by applying a style with a key combination.

- 1 Select the paragraph(s) you want to apply the style to.
- 2 Press Command-Shift-S.  
The word "Style" is displayed in the page number area at the bottom of the window to remind you to type a style name.  
If you decide not to apply a style, press Command-. (period).
- 3 Type the style name.  
The characters appear in the page number area as you type.
- 4 Press Return.

If a style has multiple names, you can type any of the style's names. You can also type as many letters of the style's name as it would take to make it distinct from all other style names. If the partial name you typed is not unique, Word beeps and displays what you've typed so far in the page number area. You can then continue to add characters to the name until it is unique.

## **Editing Styles**

Once you've defined a style and applied it to paragraphs, you can change the style's formatting instructions and have the change reflected in all paragraphs to which the style is applied.

---

### **Changing an existing style (Full Menus)**

- 1 Choose Define Styles from the Format menu.
- 2 Select the name of the style you want to revise from the list box.
- 3 Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add or change formatting instructions.  
If you want to discard the changes you've made, click any style name in the list box or click the Cancel button.
- 4 When you finish, click Define, Apply, or OK.

## **Copying an existing style to another style**

In the Define Styles dialog box, you can use the Copy and Paste commands to copy a style's formatting instructions to another style. You can then alter the copied formatting instructions as you want.

- 1 Choose Define Styles from the Format menu.  
Word automatically copies the formatting instructions for the selected paragraph.
- 2 If you want to copy a style other than the one applied to the selected paragraph, select the style in the list box and choose Copy from the Edit menu.
- 3 In the list box, select the style you want to change.
- 4 Choose Paste from the Edit menu.
- 5 Change or add to the style's formatting instructions as you want.
- 6 Click Define, Apply, or OK.

## **Revising an automatic style (Full Menus)**

You may wish to change formatting instructions for automatic styles you are using in your documents. For example, if you use a LaserWriter printer, you could change all automatic styles to use LaserWriter fonts.

- 1 Choose Define Styles from the Format menu.
- 2 Select the name of the style you want to change in the list box.  
Automatic styles are preceded by a bullet.
- 3 Choose commands from the Format and Font menus, or use the ruler or keyboard formatting commands to add or change formatting instructions.
- 4 If you want to change the style's formatting instructions in all new documents you create, click Set Default. If you want to change the formatting instructions for this document only, click Define or OK.

### **Revising the default style sheet (Full Menus)**

You can add your favorite styles to the default style sheet, the style sheet that is included in every new Word document. You can also add automatic styles that will always appear in the default style sheet.

- 1 Open the document(s) that contain the styles you want to add to the default style sheet.
- 2 Choose Define Styles from the Format menu.  
To see the list of automatic styles, press Shift while you choose Define Styles.
- 3 Select the style you want add to the default style sheet.
- 4 Click Set Default.  
Word asks you if you want to record the style in the default style sheet.
- 5 Click Yes to add the style or No to cancel.
- 6 Repeat steps 2–5 for all the styles you want to add.

If you add a style to the default style sheet and then want to delete it:

- 1 Select the style you want to delete.
- 2 Choose Cut from the Edit menu.
- 3 Click OK to confirm the deletion.  
Word asks if you want to delete the style from the default style sheet.
- 4 Click OK.

Word stores entries for the default style sheet in the Word Settings file. To restore the default style sheet to its original form, delete this file.

## **Renaming a style** (Full Menus)

You can rename a style either by replacing the current name or adding extra names. If you apply styles with the keyboard, you may wish to give each style a short name in addition to its long name.

If you plan to combine style sheets, you may want to rename styles to give them unique names. If you have duplicate names in the combined style sheets, the formatting instructions of the incoming style with the same name will replace those in the current style sheet.

When you rename automatic styles, you can only add names; you cannot replace the original name.

- 1 Choose Define Styles from the Format menu.
- 2 Select the style you want to rename from the list box.
- 3 In the Style box, select the name you want to replace.
- 4 Type the new name. If you want to add another name type a comma, then the next name.

The style name must be unique; otherwise, the style will be replaced by the style of the same name.

- 5 Click OK to accept the new name and close the dialog box. Click Define to accept the new name without closing the dialog box.

**Note** All style names for a document must be unique. If you enter a name that is ambiguous, Word will beep; you need to continue to type characters until the style name no longer duplicates another.



### **Changing or removing the based-on style (Full Menus)**

- 1 Choose Define Styles from the Format menu.
- 2 From the list box, select the name of the style whose based-on style you want to change.
- 3 To change the based-on style, type the new name in the Based On box. To remove the based-on style, delete the name from the Based On box.
- 4 Click Define, Apply, or OK.

When you remove a based-on style, the current style retains the formatting instructions from the based-on style, but the styles are no longer linked. You can click in the Style box to show formatting instructions that belong to the current style.

You can also remove paragraph and character formatting instructions, except those that come from the based-on style, by pressing Command-Shift-P while the Define Styles dialog box is open. You can remove only character formatting instructions by pressing Command-Shift-spacebar.

### **Deleting a style (Full Menus)**

- 1 Choose Styles or Define Styles from the Format menu.
- 2 Select the style name from the list box.
- 3 Choose the Cut command from the Edit menu.
- 4 When Word asks you to confirm, click OK if you still want to delete the style.

The paragraphs with this style applied are returned to Normal.

**Note** You cannot delete the Normal style or automatic styles.

### **Copying an existing style sheet to a new document** (Full Menus)

One of the most powerful features of styles is that you can create a style sheet in one document, then use it in many others.

- 1 Open a new document.
- 2 Choose Define Styles from the Format menu.
- 3 Choose the Open command from the File menu.
- 4 Select the document containing the styles you want to copy and click Open.

The styles of the other document are copied into the style sheet of the new document.

### **Combining two style sheets** (Full Menus)

To combine style sheets from two different documents, you open one document, then "read in" the contents of the other document's style sheet.

When you open a style sheet for another document, its styles are added to the style sheet of the current document. Any styles with duplicate names are merged into one style, which has the formatting instructions of the incoming style.

- 1 Open the first document.
- 2 Choose Define Styles from the Format menu.
- 3 Choose Open from the File menu.
- 4 Select the document that contains the style sheet you want to add.
- 5 Click OK.

The two documents' style sheets are combined in the first document that you opened. Word adds the styles in the incoming style sheet to the current style sheet. If Word finds any style names in the two style sheets that match, it creates only one style by that name: the formatting instructions in the incoming style replace the current formatting instructions. If the matching styles have multiple names, all the names are included in the style name on the combined style sheet.

#### **For information on**

Commands to use with styles

Default settings; formatting descriptions of automatic styles

PostScript commands

Adding style names to a menu

#### **See**

Define Styles Command  
Styles Command

Default Settings

PostScript

Menus

## **Table of Contents**

To create a table of contents, you need to tell Word what to use for contents entries. If you've used an outline to create your document, you can have Word use your outline levels as entries in a table of contents. Otherwise, you can easily designate entries by adding a contents code in front of each entry. When you choose the Table of Contents command, Word compiles the entries and automatically calculates the correct page numbers.

If you've used an outline in your document, using the outline levels is the fastest and easiest method to compile a table of contents. Using contents codes gives you more flexibility: you can designate existing headings that you have not set up under an outline as contents entries, you can create entries for your table of contents that are different from your headings, you can create hidden entries that appear only in the table of contents, and you can create a table of illustrations or figures.

If a document is specified in the Next File box in the Page Setup dialog box, Word searches that document for table of contents entries to compile after compiling the entries in the first document. If the second document also has a document specified in the Next File box, Word searches the third document, and so on. Contents entries from all documents are compiled and placed at the beginning of the first document.

### **Designating entries with an outline (Full Menus)**

To designate entries with an outline, all you do is create the outline for the document as you normally would, assigning levels to the headings. When you compile the table of contents, Word automatically puts the headings into the table of contents according to the outline level.

## Designating entries with contents codes (Full Menus)

A table of contents entry has three parts:

- Contents code — .c
- Contents entry — the text that will appear in the table of contents
- End-of-entry code — a semicolon, paragraph mark, or end-of-line mark (created by typing Shift-Return)

*Contents code, formatted as hidden text*

*.c.Schedule of Events¶*

*End-of-entry code*

To designate a contents entry:

- 1 Type .c. before the text you want to use as an entry.
- 2 To designate the end of the entry, add a semicolon, paragraph mark, or end-of-line mark.

If you are using an existing heading on a line by itself, it probably already ends with a paragraph or end-of-line mark, so you don't need to add an end-of-entry code. To see paragraph or end-of-line marks, choose Show ¶.

- 3 Format the .c. codes as hidden text. If you used semicolons as end-of-entry codes, format them as hidden text too.

This allows Word to distinguish the codes as contents entries and prevents the codes from appearing in your final document.

You can create a glossary entry that includes the contents code formatted as hidden text. For example, you can type .c. and format it as hidden text; then copy the text into a glossary named "c". When you want to designate entries, you can insert the glossary entry in front of the contents entry text.

If you are inserting codes in one pass (and not editing text at the same time), you can copy contents codes to the Clipboard, then use Paste to insert them in your document. After you copy and paste once, you can press Command-A to repeat the insertion.

### **Designating subentries with codes** (Full Menus)

When you use contents codes, you can easily designate the subentry level by adding the appropriate number to the contents code:

<b>For</b>	<b>Type</b>
First level	.c. or .c1.
Second level	.c2.
Third level	.c3.
Fourth level	.c4.
Fifth level	.c5.
Sixth level	.c6.
Seventh level	.c7.
Eighth level	.c8.
Ninth level	.c9.

*Contents code, second level*

.c2.Auction Committee

You can designate as many as nine levels. Be sure to format the codes as hidden text.



### **Compiling the table of contents (Full Menus)**

Wait until you are ready to print your final document before compiling your final table of contents. Adding or deleting text may affect the pagination of your document and therefore the accuracy of the page numbers in the table of contents.

- 1** Choose Table of Contents from the Document menu.
- 2** Under Collect, specify how you want to compile the table of contents:
  - If your document has an outline, click Outline.  
Word proposes this as the default.
  - If you entered .c. codes, click .C. Paragraphs.
- 3** To include only certain levels of headings or entries, type the level numbers you want to include in the text boxes.
- 4** Click the Start button.  
If you want to cancel the compilation in progress, press Command-. (period).

Word first repaginates the document, ignoring hidden text if it is not visible, then compiles the table of contents and puts it at the beginning of the document. Word places each contents entry on a line by itself. After each contents entry, Word adds a tab mark, the page number, and a paragraph mark to end the contents entry. Word places a section mark at the end of the table of contents so you can vary the page layout and page numbers from the rest of your document. Like any text, you can select the table of contents and move it anywhere in your document.

The screenshot shows a Microsoft Word window titled "Auction Catalog". Inside the window, the document title is "Cascade School Fall Fest '86". Below the title, the word "Contents" is centered. A table of contents follows, listing various sections and their corresponding page numbers. The table is formatted with a single column for the section names and a single column for the page numbers, separated by dotted lines. The sections include "Schedule of Events", "Auction Procedures", "Silent Auction", "Live Auction", "Picking Up Your Purchases", "Acknowledgements", "Auction Committee", "Auction Donors", "Special Thanks To", "Live Auction Items", "Orange Auction Items", "Yellow Silent Auction Items", and "Blue Silent Auction Items". The page numbers range from 1 to 40. At the bottom of the window, there is a status bar with the text "Page 1 of 1" and "toc 1+...".

Cascade School Fall Fest '86	
Contents	
Schedule of Events	1
Auction Procedures	2
Silent Auction	2
Live Auction	3
Picking Up Your Purchases	4
Acknowledgements	5
Auction Committee	5
Auction Donors	5
Special Thanks To	6
Live Auction Items	7
Orange Auction Items	23
Yellow Silent Auction Items	33
Blue Silent Auction Items	40

#### Compiled table of contents

If a table of contents already exists, Word asks if you want to replace it. If you click Yes, Word replaces the existing table of contents with the updated one. If you click No, Word inserts the new table of contents at the beginning of the document (in front of the old one).

### **Creating other tables with Table of Contents (Full Menus)**

You can use the Table of Contents command to compile other types of tables for your documents. For example, you can create a table of illustrations at the beginning of the document, in addition to the table of contents.

Following are two ways to create other tables using the Table of Contents command.

#### **Method 1**

- 1** Create your document from an outline, then compile the regular table of contents by clicking Outline in the Table of Contents dialog box.
- 2** Use .c. codes to designate the entries you want in the second table.
- 3** Compile the second table by clicking .C. Paragraphs in the dialog box. If you do not want page numbers in the second table, turn off the Show Page Numbers option.

#### **Method 2**

- 1** Designate the entries for the regular table of contents as you normally would.
- 2** For the second table's contents entries, type the .c. codes using a level of subentry that you are not using in your document — for example, you could type .c9. in front of the contents entries for the second table.
- 3** When you compile the regular table of contents, type 1 in the From box; in the To box, type a number that doesn't include the level of the second table's contents entries. For example, type 8.
- 4** To compile the second table, choose Table of Contents again, and type the level number in the From box (for example, type 9).

## Table of Contents Styles

Word has an automatic style for each entry level of the table of contents — “toc 1” to “toc 9.” This style is: Normal plus 0.5-inch left indent per level, 0.5-inch right indent, left-aligned tab at 5.75 inches, leader dots, right-aligned tab at 6 inches.

You can change the automatic styles using the Define Styles command.

**Note** If your contents entry contains a tab mark, all text following the tab will be placed at the 5.75-inch tab stop, followed by another tab mark, then the page number. Sometimes your contents entries will always contain a tab mark. For example, if you’ve numbered paragraphs with the Renumber command, Renumber places a tab between the number and the text. In this case, the text following the number will align at the 5.75-inch tab stop, a result you may not want. You can easily change this by modifying the automatic “toc” styles to have another tab stop before the 5.75-inch tab stop.

### For information on

Paginating your document

Changing the table of contents automatic styles

Creating outlines

Using a glossary

Using the Next File box in Page Setup to create a table of contents for a series of documents

### See

Page Layout

Pagination

Repaginate Command

Define Styles Command

Styles: Formatting the Easy Way

Outlining

Outlining Command

Glossaries

Glossary Command

Long Documents

## Table of Contents Command

On the Document menu (Full menus only).

You can have Word create the table of contents from an outline or from levels of entries and subentries you designate by adding numbers to the .c. contents codes. The Table of Contents command compiles individual contents entries into a table of contents and puts the table of contents at the beginning of the document.

If a table of contents already exists, Word asks you if you want to replace it. Word recognizes a table of contents by looking for the first paragraph in the document that has a table of contents automatic style applied to it, through the last consecutive paragraph that has a table of contents automatic style applied to it.

**Collect** Specifies whether Word uses outline levels or contents entries to compile the table of contents.

- |                |   |
|----------------|---|
| Outline        | Compiles the table of contents based on the levels you've defined with the Outlining command. Each level of heading in the outline will have a corresponding level in the table of contents, up to nine levels. |
| .C. Paragraphs | Compiles the table of contents from contents entries in your document.  |

**Show Page Numbers** Controls whether page numbers are included in the compiled table of contents. This option is useful if, for example, you want to compile outline headings but don't want page numbers.

**Level** Specifies the level of outline heads or contents entries you want included in the table of contents.

**All** Includes all levels of outline headings or .c. entries when the table of contents is compiled.

**From...To...** Includes only the specified levels of outline headings or .c. entries when the table of contents is compiled.

**Start** Compiles the table of contents.

**For information on**

Compiling entries from multiple documents

**See**

Long Documents  
Table of Contents

## Tabs and Tables

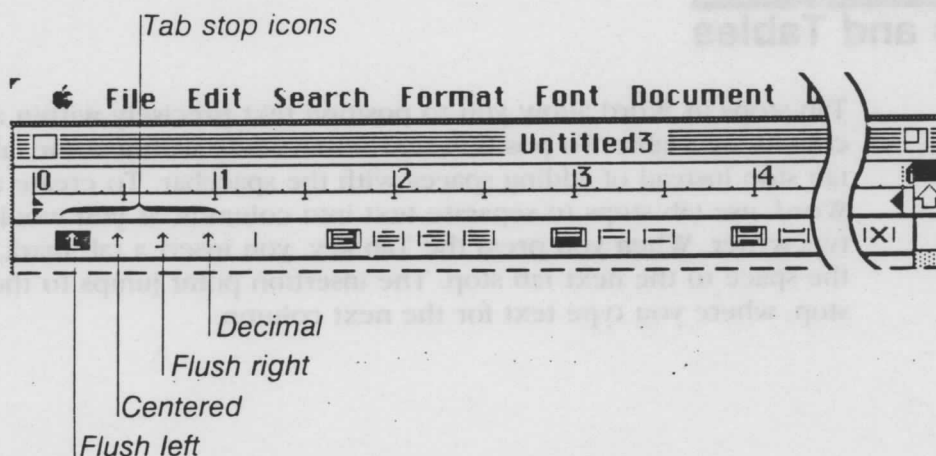
Tab stops in Word allow you to position text precisely within a line or column in a table. To position text horizontally within a line, always use a tab stop instead of adding spaces with the spacebar. To create a table with Word, use tab stops to separate text into columns, as you would with a typewriter. When you press the Tab key, you insert a tab mark, which fills the space to the next tab stop. The insertion point jumps to the next tab stop, where you type text for the next column.



*Columns in a table line up at tab stops  
you set on the ruler.*

	Mar 31	June 30	Sept. 30	Dec. 31
<b>Total Sales</b>	112,600	125,890	139,722	154,900
<b>Costs and Expenses</b>				
Cost of sales	61990	65748	71994	76830
Operating, G. & A.	32889	34600	40987	43980
Long term interest	245	244	189	93
<b>Subtotal</b>	95124			

To set or change tab stops, you use the ruler. Word has default tab stops initially set to every half inch, flush left. Word also puts default tab stops at the left indent when you use a hanging indent, and following the last tab in a line. In short menus, only flush-left tab stops are available. In full menus, you have a variety of alignments available.



	Mar 31	June 30	Sept. 30	Dec. 31
<b>Total Sales</b>	112,600	125,890	139,722	154,900
<b>Costs and Expenses</b>				
Cost of sales	61990	65748	71994	76830
Operating, G & A	32889	34600	40987	43980
Long term interest	245	244	189	93
<b>Subtotal</b>	<b>95124.00</b>	<b>100592</b>	<b>113170</b>	<b>120903</b>

*Decimal-aligned column*
*Flush left column*
*Centered column*
*Flush right column*

When you use decimal tab stops, the decimal points in the numbers align at the tab stop, except when there is no decimal point. Then, the number is aligned flush right at the tab stop.

### Setting a tab stop

- 1 Select the paragraph(s) you want to set tabs for.
- 2 Choose Show Ruler from the Format menu.
- 3 If you are using full menus, click the icon for the tab alignment you want (left, right, centered, or decimal).
- 4 Click the ruler where you want to insert tab stops.

Word removes all default tab stops to the left of the new tab stop.

To specify a more precise tab stop position (full menus only):

- 1 Choose Paragraph from the Format menu.
- 2 Click the icon for the tab alignment you want.
- 3 Click on the ruler approximately where you want the tab stop.

The Tab box displays the tab position.

- 4 Type a measurement in the Tab box.

When you click the OK button, a new tab stop appears at the position you typed. To use a unit other than inches, click a unit under Measure in the Preferences dialog box, or add the unit abbreviation after the measurement when you type it—for example, *4 cm*.

You can set a tab past the right indent—this is called a breakthrough tab. For example, you could use this to set up a wide table, or in a table of contents where you have a lot of text for the contents entry and want to set the page number apart.

### **Removing a tab stop**

- 1 Select the paragraph(s) from which you want to remove a tab stop.
- 2 If the ruler is not showing, choose Show Ruler from the Format menu.
- 3 Drag the tab stop below the ruler and release the mouse button.

The tab stop is removed for that selection. Tab marks you've typed in your selection are not removed, so the text may readjust to reflect the new format.

If the selection includes two or more paragraphs with different tab stops, the ruler appears dimmed and shows the tab stops for the first paragraph. If you remove a tab stop in the first paragraph, and there is a tab stop in the following paragraphs at a position very close to that of the tab stop you removed, the tab stop in the following paragraphs may also be removed.

## **Moving a tab stop**

- 1 Select the paragraph(s) you want to change.
- 2 Choose Show Ruler from the Format menu.
- 3 Drag the tab stop you want to move to the new position.

When you release the mouse button, the text adjusts to the new position.

If the selection includes two or more paragraphs with different tab stops, the ruler appears dimmed and shows the tab stops for the first paragraph. If you move a tab stop in the first paragraph, and there is a tab stop in the following paragraphs at a position very close to that of the tab stop you moved, the tab stop in the following paragraphs may also be moved.

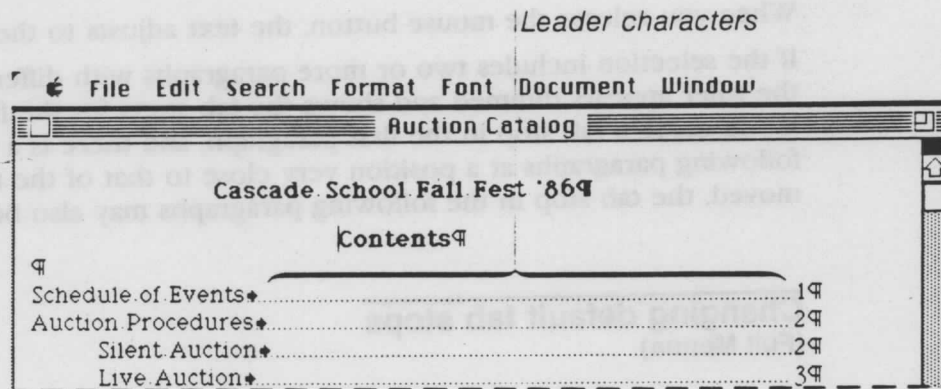
## **Changing default tab stops (Full Menus)**

- 1 Choose Page Setup from the File menu.
- 2 In the Default Tab Stop box, type the tab width you want.
- 3 Click OK to change default tab stops for the current document.

Click Set Default to change default tab stops for the current document and for future documents you'll create.

### Adding, changing, or removing leader characters (Full Menus)

The space between text and the next tab stop is filled with a leader character. The default leader character is blank space, but you can choose periods, hyphens, or underlines from the Paragraph dialog box.



To add or delete leader characters:

- 1 Select the paragraph(s) for which you want to add or delete leader characters.
- 2 Set the tab stops on the ruler.
- 3 Choose Paragraph from the Format menu.
- 4 On the ruler, click the tab stop whose leader character you want to change.  
The Tab Leader options become active.
- 5 To delete leader characters, click None.  
To add or change leader characters, click any of the other options.

## Creating a table

- 1 Set tab stops.  
You may wish to use decimal or right-aligned tab stops for columns of numbers.
- 2 Start typing the text for the table, pressing the Tab key when you want to go to the next column.
- 3 To start a new line in the table, press Shift-Return.  
This allows you to format the table as one paragraph. If you want to format each line separately, press Return instead.
- 4 When you are finished typing the table, press Return after the last entry.

You can now select the table and format it as you wish.

	Mar 31	June 30	Sept. 30	Dec. 31
Total Sales	112,600	125,890	139,722	154,900
<b>Costs and Expenses</b>				
Cost of sales	61990	65748	71994	76830
Operating, G. & A.	32889	34600	40987	43980
Long term interest	245	244	189	93
Subtotal	95124	100592	113170	120903

For columns of numbers,  
use decimal or flush right tab stops.

End-of-line marks  
keep all lines in the  
same paragraph.



### **Copying, moving, and deleting columns** (Full Menus)

To copy, move, or delete a column, you must select the column and its trailing tab marks to ensure correct alignment after completing the procedure. You select a column by holding down the Option key and dragging.

<b>To</b>	<b>Select the column and</b>
Copy a column	Choose Copy from the Edit menu. Position the insertion point where you want to insert the column and choose Paste from the Edit menu.
Move a column	Choose Cut from the Edit menu. Position the insertion point where you want to move the column and choose Paste from the Edit menu.
Delete a column	Choose Cut from the Edit menu.

### **Copying or moving the far-right column** (Full Menus)

If you want to copy or move the last column at the right end of the table, you need to add trailing tab marks before you copy or move it. Before you move the far-right column, make sure an end-of-line mark ends the last line of the table.

- 1 Select the table.
- 2 Choose Change from the Search menu.
- 3 If you ended each line in the table with an end-of-line mark, type `^n` in the Find What box.  
If you ended each line with a paragraph mark, type `^p` in the Find What box.
- 4 If you used end-of-line marks, type `^t^p` in the Change To box.  
If you used paragraph marks, type `^t^p` in the Change To box.
- 5 Click the Change Selection button.
- 6 Select the column and move or copy it to where you want.

**For information on**

Working with columns  
Selecting columns  
Inserting vertical or horizontal lines  
in a table  
The ruler  
Transferring tables from other  
programs

**See**

Columns  
Selecting  
Forms  
  
Show Ruler/Hide Ruler Command  
Appendix C, "Using Word with Other  
Programs"

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## Title Page

There are two ways to set up a title page. The way you choose depends on how complex your title page will be.

The following illustration will give you an idea of the different elements you can include on a title page. This title page makes use of:

- Paragraph borders for horizontal lines.
- A graphic from MacDraw.
- The Side-by-Side option for aligning text and the graphic.
- Large font size.
- Expanded spacing between letters.

*You can place the schoolhouse and the text next to each other by using the Side-by-Side option in the Paragraph dialog box.*

*You can draw lines by using the Border Above option in the Paragraph dialog box.*

*The schoolhouse was created with MacDraw.*



Cascade  
School  
Presents

# AUCTION '86

• Program & Catalog •

October 18, 1986  
Bellevue Hotel  
Flamingo Ballroom

*These paragraphs are centered.*

*This space was created with empty paragraphs.*

*You can expand the spacing between letters by using the Expanded option in the Character dialog box.*

*You can get large font sizes by typing them in the Font Size box in the Character dialog box.*

---

### Creating a simple title page (Full Menus)

- 1 Scroll to the beginning of your document.
- 2 If you want special headers or footers, or no headers or footers, choose Section from the Format menu and turn on the First Page Special option.  
This also prevents Word from automatically adding a page number to the title page and adds the Open First Header and Open First Footer commands to the Document menu.
- 3 Type the text for the title page.
- 4 Format the text with commands from the Format menu.
- 5 To position the text horizontally, choose Paragraph from the Format menu and set indents on the ruler or use the alignment icons.
- 6 At the end of your title page text, press Shift-Enter to insert a page break.

When you have finished the title page, start your body text after the page break you inserted.

You can add the current time and date to your title page by inserting them from the glossary.

---

**Creating a title page with the Section command  
(Full Menus)**

If you create a title page with its own section, you can add special headers or footers with date and time icons, you can apply special page numbers, and you can choose to have multiple columns.

- 1 At the beginning of the document, press Command-Enter to insert a section mark.
- 2 Position the insertion point above the section mark.
- 3 Choose Section from the Format menu and turn on the First Page Special option.
- 4 Type the text for the title page and paste in graphics, if you like.
- 5 Format the title page with the Paragraph and Character commands.
- 6 To define the positions of the different elements on the page, use the Section and Page Setup commands.

**For information on**

Creating a new section

Designing the page

Formatting

Using headers or footers

Multiple-column formats

**See**Section Command  
SectionsPage Layout  
Page Setup CommandCharacter Command  
Character Formatting  
Paragraph Command  
ParagraphsHeaders and Footers  
Open Header Command  
Open Footer Command  
Columns

---

## Typing Text and Numbers

When you open a new document, the insertion point is at the beginning of the document so that you can begin typing text immediately. Whenever you type, text appears at the insertion point. To add text to a new place, position the insertion point at the spot where you want text and start typing. Text you type always appears to the left of the insertion point and in the current style applied to the paragraph. You cannot position the insertion point below the document's end mark.

As you type, text fills the line. When you come to the end of a line, Word moves the insertion point, and the last word if it is incomplete, to the next line automatically. This is called wordwrap. Wordwrap provides one of the most important benefits of word processing software: if you insert or delete text, the lines of text automatically rearrange to accommodate new text and to fill gaps created by the deleted text. Another benefit of wordwrap is that you do not have to watch for the end of the line; you never need to press Return until you want to start a new paragraph.

There are two situations where you want to prevent wordwrap:

- At the end of a paragraph (press Return).
- When you want to begin a new line, but not a new paragraph (press Shift-Return).



### **Typing text**

The following table shows the basic procedures for typing or deleting text.

<b>To</b>	<b>Press or do this</b>
Create a new paragraph	Return
Start a new line	Shift-Return
Create a new paragraph, leaving insertion point in the original paragraph	Command-Option-Return (full menus)
Erase a typing mistake	Backspace
Delete a character to the right of the insertion point	Command-Option-F (full menus)
Replace text	Select text and type

### **Typing numbers with the keypad**

Normally, the Macintosh keypad keys are reserved for keyboard commands, but you can use the Clear key to switch between using the keypad to enter keyboard commands and using it to enter numbers.

- 1 Press Clear on the keypad.  
“N” appears at the right side of the menu bar to let you know you can type numbers on the keypad.
- 2 Type numbers or symbols on the keypad.

To use the keypad for keyboard commands:

- Press Clear again.

The "N" disappears from the right side of the menu bar.

**For information on**

Using the keyboard

**See**

Keyboard

## Underline Command

On the Format menu.

The Underline command underlines selected characters or removes underlining if the characters are already underlined.

This is underlined text.

With full menus, you can use the Character command to choose additional types of underlining: underline words only, double underline, and dotted underline.

**For information on**

Formatting characters

Creating horizontal lines

**See**

Character Command  
Formatting Characters

Forms

## Undo/Redo Command

On the Edit menu.

The Undo command reverses your last editing or formatting action. If you've used a command that you can reverse, its name appears after Undo on the menu (for example, Undo Paste). When you are typing, the command becomes Undo Typing, which will discard the information you just typed.

When you undo a command, the Undo command changes to Redo, followed by the name of the reversed command (for example, Redo Typing). Redo can also be undone.

If the most recent command cannot be undone, the Undo command changes to Can't Undo, and is dimmed on the menu.

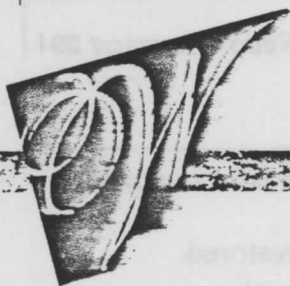
You can use Undo to reverse the following commands and actions:

- Undo or Redo command
- Typing, including backspacing
- Cut command
- Copy command
- Paste command
- Insert Graphics command
- Inserting a glossary
- Character, paragraph, and section formatting commands
- Applying a style
- Font menu commands
- Footnote command
- Hyphenate command
- Index command
- Table of Contents command
- Renumber command
- Sort command

Action or command	Effect of Undo
Typing	New text typed since last command is removed.
Cut, backspacing with selection	Deleted selection is restored.
Change	Reverses last change only.
Formatting	Previous formatting restored.
Paste, Insert Graphics	Inserted selection removed; replaced selection restored.
Inserting glossary entry	Glossary entry removed.
Footnote	Last reference mark added is removed; if you've typed footnote text, the text is removed but not the reference mark.
Hyphenation	Hyphens during last hyphenation are removed.
Renumber	Previous numbers restored.
Sorting	Previous order restored.
Index, Table of Contents	Index or table of contents removed.

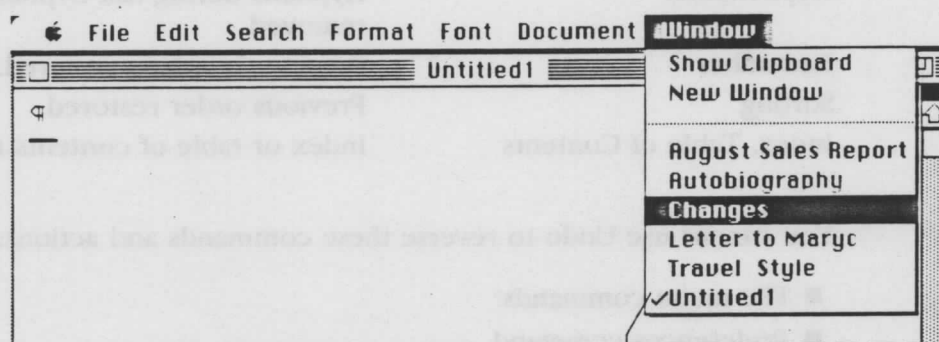
You cannot use Undo to reverse these commands and actions:

- File menu commands
- Preferences command
- Find command
- Go To command
- Repaginate
- Spelling command
- Outlining command
- Calculate command
- Window menu commands
- Work menu commands



## Window Menu

The Window menu gives you a fast way to switch between your open documents. It lists all the documents that you have open, plus the Show Clipboard and New Window commands. Choose a document name from the Window menu to make that document the current document.



*The current document is checked.*

### For information on

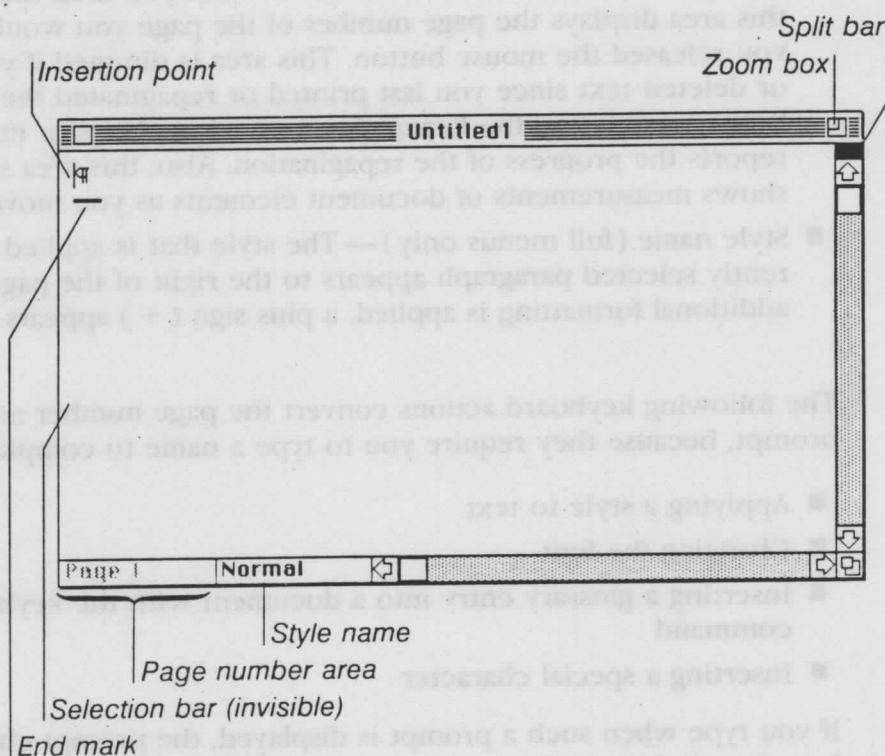
The Clipboard window  
Using windows  
Opening new windows

### See

Show Clipboard Command  
Windows  
New Window Command  
Open Command

## Windows

A Word document window contains many elements common to all Macintosh windows, plus the following special elements:



Selection bar	Used for selecting blocks of text quickly
Split bar	Used to split or remove a split from a window (full menus only)
Insertion point	Shows where the next characters you type will appear
End mark	Designates the end of the document

The active window contains the selection or insertion point; the next command or action you perform occurs in the active window.



## The Lower-left Corner of the Window

Word uses the lower-left corner of the window for important status information. It includes:

- **Page number area** — The page number appears in this area; the section number also appears if the document has sections. The page number changes as you scroll the document. When you drag the scroll box, this area displays the page number of the page you would jump to if you released the mouse button. This area is dimmed if you have added or deleted text since you last printed or repaginated the document. When you choose the Repaginate command, the page number area reports the progress of the repagination. Also, this area sometimes shows measurements of document elements as you move or size them.
- **Style name (full menus only)** — The style that is applied to the currently selected paragraph appears to the right of the page number. If additional formatting is applied, a plus sign ( + ) appears.

The following keyboard actions convert the page number area to a prompt, because they require you to type a name to complete the action:

- Applying a style to text
- Changing the font
- Inserting a glossary entry into a document with the keyboard command
- Inserting a special character

If you type when such a prompt is displayed, the prompt changes to a text box that shows what you type. You can edit, using normal text-editing procedures. To complete the action, press Return or Enter.

After you complete one of the above keyboard actions, you can click the page number area to start the procedure again without having to type the key combination that usually starts it. To cancel one of these actions in progress, press Command- (period).

## Working with Windows

In Word, it's easy to change the size of a window, split a window, or move between windows.

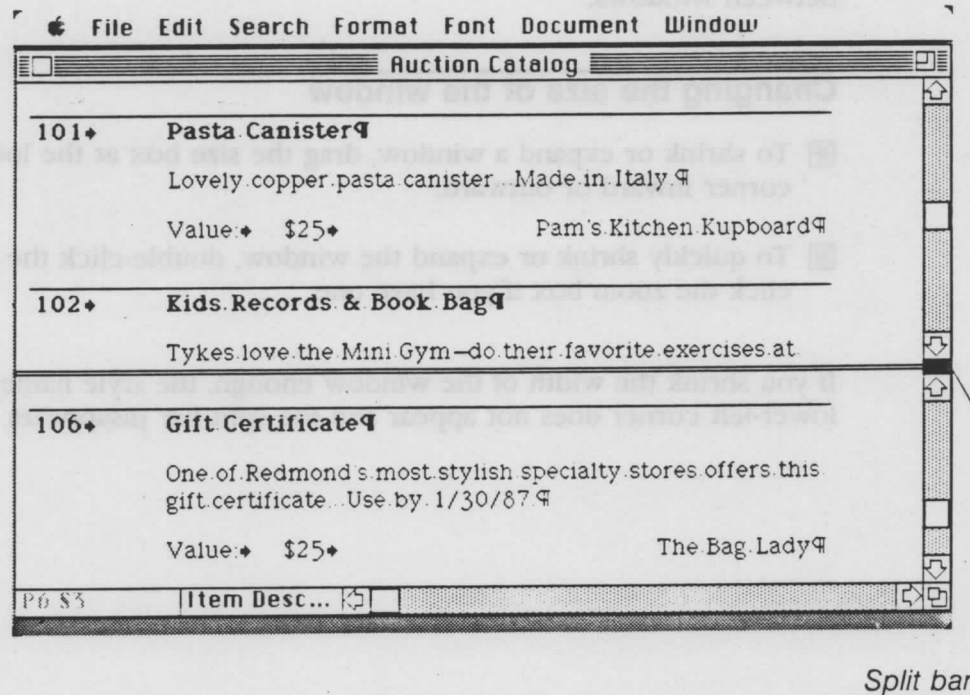
### Changing the size of the window

- To shrink or expand a window, drag the size box at the lower-right corner inward or outward.
- To quickly shrink or expand the window, double-click the title bar, or click the zoom box if you have one.

If you shrink the width of the window enough, the style name in the lower-left corner does not appear and the split bar disappears.

## Splitting a window (Full Menus)

- Drag the split bar to the desired position, or press Command-Option-S.



## Removing a split from a window (Full Menus)

- Drag the split bar to the bottom or top of the window until the split bar disappears, or press Command-Option-S.

### **Going to a different window**

You can move between open documents in any of the following ways:

- Click in the window you want to go to.  
That window comes to the top.
- Press Command-Option-W.  
The window that was below the active window comes to the top.
- Choose the document's name from the Window menu.  
That window comes to the top. If you have many windows on the screen, you may find it most convenient to use the Window menu to move between documents.

### **How Windows Are Arranged on the Screen**

You can have many windows on the screen at once. Each time you open an additional document, Word displays that document window full-size. If you then click the zoom box, Word shrinks the window so you can see the documents beneath it. Word always shows the active window on top of all other windows.

**For information on**  
Scrolling techniques  
Keyboard commands

**See**  
Scrolling  
Keyboard

---

## Work Menu

The Work menu appears only if you add a document, glossary entry, or style to a menu. This menu disappears when you have removed the last command on it.

Menu items are separated according to type by a dotted line: first document names, then glossary entry names; then style names.

**For information on**

Word menus, and adding or removing commands on the Work menu

**See**

Menus

# Appendix A

## File Structure and Limitations

Your Microsoft Word 3.0 package contains two double-sided (800K) disks:

- The master Word Program disk
- The Word Utilities disk

The master Word Program disk contains:

- The Word program.
- The Macintosh System Folder.
- Switcher version 5.1.
- The Standard Glossary file.
- The Hyphenation Data file.
- The Finder.

The Word Utilities disk contains:

- The Word Help document.
- The DCA (Document Content Architecture) conversion program.
- The Sample Documents Folder.
- The Main Dictionary (spelling dictionary) file.
- The Printers Folder, containing printer resources supported by Word.
- The Switcher documents.
- The QuickSwitch file.

**Note** For information on how Word files are arranged on 400K disks, see the documentation provided with your 400K disk package.



## Using Word with a Hard Disk

If you are using a hard disk with your Macintosh, follow these steps to copy Word to your hard disk:

- 1 Double-click the icon for the master Word Program disk to open the Word Program window.
- 2 Drag the Word application icon over the hard disk icon.

**Warning** Be sure to double-click the icon for the master Word Program disk before you drag the Word application icon. Do not drag the Word master disk icon over the hard disk icon.

You will also need to copy the spelling dictionary (use the Main Dictionary icon) from the Program disk, and the Help document and sample documents from the Utilities disk. To copy these to your hard disk:

- 1 Double-click the icon for the Word Utilities disk.  
Both the Program disk icon and the Utilities disk icon should now be open on the desktop.
- 2 Drag the Main Dictionary icon, the Help document icon, and the sample document icons over the hard disk icon.

---

## Using Word with an External Disk Drive

To use Word with an external drive, start Word with the Utilities disk in the external drive and your copy of the Program disk in the internal drive. The Program disk must remain in the internal drive so Word has access to the Word program as you work. As you work through the tutorial part of *Learning Microsoft Word*, keep the Utilities disk in the external drive so Word has access to the sample documents on that disk.

You should save, open, and delete documents on the Utilities disk (external drive) rather than on the Program disk. Click the Drive button in the Save As, Open, and Delete dialog boxes to make the external drive the default drive.

You can save, open, or delete documents on another disk by using either the internal or external drive. Use the Drive and Eject buttons to change the default drive and disks.

If you see the "Disk Full" message while trying to save a Word document:

- 1 Click OK in the alert box.
- 2 Choose Save As from the File menu.
- 3 Fill in the text box and choose the options you want.
- 4 If you have room on the disk in the external drive, click the Drive button to save your document on that disk. If you do not have enough room on the disk in the external drive, click Eject to eject the disk, and replace it with another disk.
- 5 Click the Save button.

---

## Using Word with One Disk Drive

If you are using Word with just one disk drive, you will need to make sure that the Word program is on each Word disk you use, because Word must read parts of the program as you work. In addition, you will probably find it inconvenient to use document disks (formatted disks containing documents only), because you will have to switch disks frequently.

To be sure you have the maximum amount of free disk space for your Word documents, follow the guidelines listed below under "Freeing Disk Space."

If you see the "Disk Full" message while trying to save a Word document:

- 1 Click OK in the alert box.
- 2 Choose Save As from the File menu.
- 3 Fill in the text box and choose the options you want.

- 4 Click the Eject button and insert another Word disk that has sufficient free disk space on it.
- 5 Click the Save button.

---

## Freeing Disk Space

You can free disk space for your documents by moving all unneeded printing resources, fonts, and documents from copies of the Word disk.

Follow these guidelines:

- Move any printing resources you don't need to another disk, or delete them.
- When you have finished the tutorial part of *Learning Microsoft Word*, remove the Travel document, Report document, and any other unneeded documents from your copy of the Word disk.
- When you are comfortable with Word commands and operations, you may want to move the Help document to another disk.
- Move fonts that you rarely use off the disk. To do this, use the Font/DA Mover on the Macintosh Utility disk.

You will find it easiest to move documents with the Finder. You cannot save directly to a folder, but you can arrange documents in folders with the Finder.

If you have more than one printer, you may want to move each printing resource to a separate disk, along with the documents to be printed with that particular printer. For example, if you like to print your correspondence with a daisy wheel printer, you can keep all your letters and the daisy wheel printing resource on one disk. Word will read the disk and display text as it would be printed using the daisy wheel printer.

---

## Using Folders

The Macintosh Plus uses a hierarchical file structure, allowing you the flexibility to arrange your documents, programs, and folders in any way that's convenient for daily work, and giving you easy access to any document in your system.

Word works within the Macintosh file structure to search your disks or directories for three important Word files: Main Dictionary, Hyphenation Data, and Word Help.

When you use the main dictionary to check the spelling of a Word document, Word searches for the Main Dictionary file. Similarly, when you hyphenate a document or use Help, Word looks for the Hyphenation Data file or the Help document. Word first looks for these files in the Word folder that is currently open. If the file that Word needs cannot be found in the current Word folder, Word searches the root directory of the current drive, which could be a hard disk drive, then searches the root directory of every other drive. Word searches the internal drive before the external drive.

You can organize your documents in folders, taking advantage of the Macintosh file hierarchy, then quickly access any document by choosing the Open command in Word. You can also save any document in any existing folder by choosing the Save As command in Word.

**Note** The Standard Glossary file must be in the same folder as the Word program.

---

## Operating Limitations

The following lists show absolute and recommended operating limits for Word:

### Absolute Limits

Length of style names	254 characters
Number of styles in a style sheet	255
Length of a glossary entry name	32 characters

Number of glossary entries in a glossary	Limited only by amount of disk space
--	--------------------------------------

Number of words in a user dictionary	64,000
--------------------------------------	--------

## Recommended Limits

Number of glossary entries in a glossary	Limited only by amount of disk space
--	--------------------------------------

Number of open dictionaries (including user and protected)	5
--	---

Number of words in a user dictionary	1,000
--------------------------------------	-------



## Appendix B

# The Original Keyboard

This appendix is for users who have the original Macintosh keyboard — the keyboard without built-in arrow keys or a numeric keypad.

Included here are key combinations for moving the insertion point, selecting text, scrolling through a document, and outlining. You can use the original keyboard or the add-on numeric keypad.

### Moving the Insertion Point

Press the following key combinations to move the insertion point. You'll notice that the last keys of the Option-Command key combinations (J, K, O, and ,) form a diamond shape on the keyboard; the key you use to move up is the uppermost point, the key you use to move left is the leftmost point, and so on. This is also true of the keys on the numeric keypad (+, 6, 8, and 2).

To move to	On the original keyboard, press	On the numeric keypad, press
Next character	Option-Command-L	→ or 6
Previous character	Option-Command-K	← or 4
Next word	Option-Command-;	Command-6
Previous word	Option-Command-J	Command-4
Line above	Option-Command-O	↑ or 8
Line below	Option-Command-,	↓ or 2
Paragraph above	Option-Command-Y	Command-8
Paragraph below	Option-Command-B	Command-2



To make other moves with the original keyboard, you must press and release the single quote (') key as well:

To move to	On the original keyboard, press	On the numeric keypad, press
Next sentence	Option-Command-';	Command-1
Previous sentence	Option-Command-'J	Command-7
Beginning of line	Option-Command-'K	7
End of line	Option-Command-'L	1
Top of window	Option-Command-'O	Command-5
Bottom of window	Option-Command-'.,	— —
Top of document	Option-Command-'P	Command-9
Bottom of document	Option-Command-'.	Command-3

To repeat a move, repeat the last two keystrokes.

## Selecting Text

To select text, hold down the Shift key while pressing the keys that move the insertion point. (This applies to key combinations listed above in "Moving the Insertion Point.")

To select a block of text, move the insertion point to the beginning of the text you want to select, hold down the Shift key, and then move the insertion point to the end of the selection.

To select	On the original keyboard, press	On the numeric keypad, press
Previous character	Shift-Option-Command-K	Shift-4
Next character	Shift-Option-Command-L	Shift-6
Previous word	Shift-Option-Command-J	Shift-Command-4
Next word	Shift-Option-Command-;	Shift-Command-6

## Using the “More” Key Combination

You can press Shift-Option-Command, then press and release the single quote (') key, then press another key combination to add to the selection. For example:

To select	On the original keyboard, press	On the numeric keypad, press
Previous sentence	Shift-Option-Command-'J	Shift-Command-7
Next sentence	Shift-Option-Command-';	Shift-Command-1

To extend a selection:

- Press the selection character key as many times as needed.

For example, to extend a one-character selection three characters to the right, first press Shift-Option-Command-L, then press L three more times.

To deselect a selection:

- If your fingers are still on the keys you pressed to select, release the Shift key (only), and press any other key.  
If you've already moved your fingers away from the key combination, you need to select in the opposite direction. For example, if you pressed Shift-Option-Command-K to select a character to the left, press Shift-Option-Command-L to deselect that character.

To select an entire document:

- Press Command-Option-M.

## Scrolling Through a Document

You may need to scroll through a document before deciding where you want to move the insertion point.

To move to	On the original keyboard, press	On the numeric keypad, press
Line up	Option-Command-[	—
Line down	Option-Command-]	—
Window up	Option-Command-P	9
Window down	Option-Command-.	3

## Outlining Keys

When you are displaying a document in outline view, the functions of certain keys on your Macintosh keyboard change to help you work with the outline. Even if a document is not in outline view, you can perform an outlining action by pressing Command-Option-T before pressing certain scrolling keys.

This table shows the keyboard actions that correspond to the actions of the icon bar in outline view.

To	Press*
Promote heading	K
Demote heading	L
Demote heading to body text	>
Move heading up	O
Move heading down	,
Expand text	+
Collapse text	-
Show/hide heading levels	1,2,3,4... (not on keypad)
Expand text to selected levels	A

\* If document is not in outline view, press Command-Option-T before pressing these keys.

## **Appendix C**

# **Using Word with Other Programs**

You can transfer information between Microsoft Word and most other Macintosh programs to add graphics to Word documents, include text or numbers created in another program, or transfer information created or revised in Word to another program. Word and the Macintosh provide three basic ways to transfer information between programs:

- With Macintosh's Copy and Paste commands. Copy the text or graphic to the Clipboard or Scrapbook, then paste the information from one program to another.
- By saving or opening documents in ASCII or other formats.
- With the Apple Macintosh utility, Switcher. Switcher provides you with the fastest way to copy and paste between two programs. Word's QuickSwitch feature provides the fastest way to update information between Word and Microsoft Excel, MacDraw, or MacPaint while using Switcher.

---

### **Transferring Information Between Word and Other Programs**

You can copy information such as text, graphics, spreadsheet data, and database records between programs using the Macintosh Clipboard and Scrapbook.

You can transfer an entire Word document to another program by saving it in a file format that can be read by the other program. File formats Word can save in include ASCII (text only), Word 1.0, Microsoft Works, MacWrite, Microsoft Word (MS-DOS), and Interchange format (RTF).

In Word, you can open documents saved in a variety of other file formats. Word shows you all documents you can open in the Open command dialog box. You can also open any other document and have Word interpret it as ASCII information. For more information on opening documents, see "Open Command."

You can transfer ASCII files to other computers by using a telecommunications program.

## Transferring Spreadsheet and Database Information

When you transfer text from Word to any Microsoft program that uses columnar information, such as database or spreadsheet programs, make sure that your text for each field or cell is separated by tabs. Otherwise, the text will appear in the second program as a long string of characters rather than as separate data items.

## Summary of Transferring Information

The following table summarizes how to transfer information to and from Word, other Microsoft programs, MacDraw, and MacPaint.

Program	To Word	From Word
All	Copy and paste selections via Clipboard or Scrapbook.  Open documents in Word as ASCII text.*	Copy and paste selections via Clipboard or Scrapbook.  For programs that accept ASCII files: save Word documents as Text Only or Text Only with Line Breaks.
Microsoft Excel	Copy and paste selections first; update information with Quick-Switch.	Copy and paste selections: use tabs to separate cell contents; use Return to start new rows.

\*Hold down Shift while choosing Word's Open command. Select the document. Word "reads in" the document as ASCII text. The document may contain additional characters, which you can then delete.



Program	To Word	From Word
Microsoft Works	Open word processor and telecommunications documents directly in Word. Copy and paste selections from database and worksheet documents.	Save word processor and telecommunications documents in the Microsoft Works file format. For worksheet and database documents, copy and paste selections: use tabs to separate cell contents; use Return to start new rows.
Microsoft File	Save File reports as Text Output, then open the report directly in Word.	Copy and paste selections: use tabs to separate fields; use Return to start new records.
Microsoft Chart	Copy and paste charts.	Copy and paste numbers: use tabs to separate fields; use Return to start new rows.
Microsoft Multiplan	Open SYLK documents directly in Word.	Copy and paste selections: use tabs to separate cell contents; use Return to start new rows.
MacDraw, MacPaint	Copy and paste selections first; update graphics with QuickSwitch.	Copy and paste selections: text remains text in MacDraw; text pasted into MacPaint becomes a graphic.



## Transferring Information with Switcher

Switcher, licensed by Microsoft Corporation from Apple Computer, Inc., turns your Macintosh into a multi-program workstation.

Using Switcher, you can change between Microsoft Word and another program, such as Microsoft Excel or Microsoft Works, without quitting Word. You can switch between two or more programs with a click of the mouse, and transfer information just as easily.

Switcher 5.1 and a selection of preconfigured Switcher documents are included on your Word Program disk. A Switcher document tells Switcher to run with Word and another specific program you supply, with the proper memory allocation. These Switcher documents let you get started quickly with Switcher by avoiding Switcher's program-loading and configuration procedures.

### About This Section

This section gives you basic information about using Switcher to run Word with other Microsoft Utilities. This section applies to the Switcher documents and Switcher version 5.1 included on your Word Utilities disk. Please do not use older versions of Switcher with Word.

This section lists only special tips or limitations of the programs you will use with Word under Switcher. It does not describe Switcher's options. If you want to know more about Switcher's options, you can obtain the *Switcher Construction Kit* (reorder number M0540) from an authorized Apple dealer.

This section assumes you are using a Macintosh Plus with at least 1 megabyte of memory and an external 800K disk drive and/or a hard disk. You can also use a Macintosh 512K with 400K disk drives, but the smaller amount of memory and disk space will limit the combinations of programs you can run with Word.

**Important** Switcher version 5.1 has been tested to work with the programs described in this appendix. Microsoft is not responsible for problems caused by using Switcher with a non-Microsoft product. Microsoft and Apple Computer, Inc. cannot guarantee the reliability of every combination of programs used with Switcher.

## Using a Switcher Document

Word comes with Switcher documents which automatically start two programs that you'll most likely want to use together. For example, when you open Word/Excel 1.0, Switcher starts both Word and Microsoft Excel 1.0 for you.

All Switcher documents are named with the Microsoft program names separated by slashes. For example, a Switcher document on the Word Utilities disk is named Word/Excel 1.0.

The following sections provide the basic information you need to use Switcher documents to combine two programs. The first section lists the Switcher documents included with Word. The remaining sections explain how to:

- Set up your disks.
- Start a Switcher document.
- Switch between programs.
- Transfer information.
- Quit Switcher.

### Switcher Documents Included with Word

To get information about a Switcher document, select the document in the Finder and choose the Get Info command from the Finder's File menu.

You'll find these Switcher documents on your Word Program disk:

- Word/Excel 1.0
- Word/Excel 1.03
- Word/Works
- Word/MacDraw
- Word/MacPaint

## Setting Up Your Disks to Use with Switcher

If you are using a two-drive system, you should set up two disks to use with Switcher. Only one disk should contain the System Folder. To avoid unnecessary disk swapping while using Switcher, take a few minutes to set up your disks according to the following general guidelines.

Your 800K internal drive disk should contain:

- System Folder with printer resource
- Switcher
- Word program
- Word documents, space permitting

Your 800K external drive disk should contain:

- Switcher document(s)
- Programs to switch to, such as Microsoft Excel or Microsoft Works
- Documents you have created with Word and any other programs

You may also want to copy the Main Dictionary, the Help file, and other documents to either disk as space permits. You will also need some free space on each disk for temporary files.

If you are using 400K disks, copy the Word program to the external drive disk. You will have room to copy small programs such as MacDraw or MacPaint to the internal drive disk, but not large programs such as Microsoft Excel or Microsoft Works.

You may want to set up several disks for the external drive, with each disk containing one program, your documents for that program, and the Switcher document that starts Word and that program. You can also keep a separate disk just for your documents. You'll need to insert this disk each time you save.

## Starting Programs Under Switcher

After you have set up your disks, you'll start Switcher and your programs by starting a Switcher document.

To start a Switcher document:

- 1 Turn on or restart your Macintosh.
- 2 Insert the disk containing the System Folder and the Switcher program into the internal disk drive.
- 3 Insert the disk with the programs you want to switch between into the external disk drive.

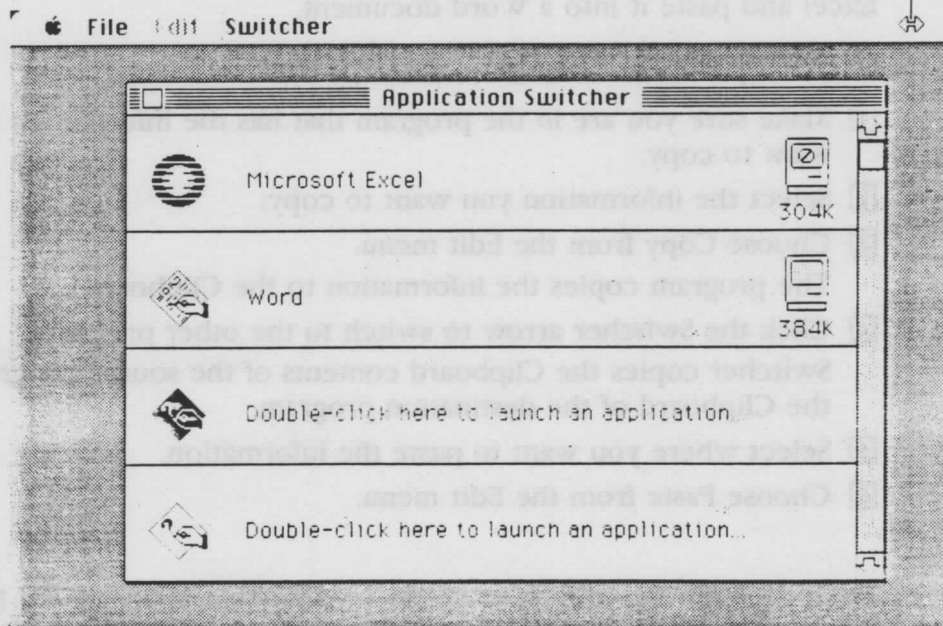
If your programs are copy-protected, you'll also need the master Program disk for each of the programs. For example, if you are starting Word/Excel 1.0, you'll need the Microsoft Excel 1.0 master Program disk.

- 4 Double-click the icon for the Switcher document you want to use.  
For example, double-click Word/Excel 1.0.

After you start your programs under Switcher, you can start working with each program and quickly switch between them.

If Switcher cannot find a program it needs on the disks, it will stop the startup procedure. If it has already started a program, you will be able to switch to it. Otherwise, you will see the Switcher screen.

*The Switcher arrow is displayed here in all applications.*



## Switching Between Programs

- Click either end of the Switcher arrow at the upper-right corner of your screen.  
Switcher moves you to the next or previous program, depending upon whether you click the right or left end of the arrow.  
If you click the middle of the Switcher arrow, you move to the Switcher screen. You can learn about this screen in the *Switcher Construction Kit*. Click either end of the arrow to return to one of the programs.

You can also use commands from your keyboard to switch between programs.

- Press Command-[ to switch to the next program.
- Press Command-] to switch to the previous program.
- Press Command-\ (backslash) to move to the Switcher screen.

## Transferring Information via the Clipboard

In Switcher, you transfer information between programs with the Copy and Paste commands. For example, you can copy a chart from Microsoft Excel and paste it into a Word document.

To transfer information between programs:

- 1 Make sure you are in the program that has the information you want to copy.
- 2 Select the information you want to copy.
- 3 Choose Copy from the Edit menu.  
The program copies the information to the Clipboard.
- 4 Click the Switcher arrow to switch to the other program.  
Switcher copies the Clipboard contents of the source program to the Clipboard of the destination program.
- 5 Select where you want to paste the information.
- 6 Choose Paste from the Edit menu.

Switcher automatically replaces the Clipboard contents of the program you're switching to with the contents of the current program's Clipboard. (An empty Word Clipboard will delete the contents of the destination Clipboard.)



To switch programs without transferring the contents of the Clipboard:

- Hold down the Option key when you click the Switcher arrow.

**Note** The above procedure is the opposite of the one used in earlier versions of Switcher included with other Microsoft programs. In those versions, you press the Option key to transfer Clipboard contents between programs.

## Quitting Switcher

To quit Switcher, first quit the programs you are working with:

- 1 Choose Quit from the File menu of the current program.  
After you have quit the program, the Switcher screen is displayed.
- 2 Switch to any remaining programs and quit them.
- 3 When the Switcher screen is displayed, choose Quit from the File menu.

**Important** Never turn off your Macintosh to quit Switcher. Be sure you quit each program individually and then quit from the Switcher screen.

## Notes and Limitations

Some programs have special requirements or limitations when running under Switcher.

### Deleting Documents from Microsoft Word or Microsoft Excel

When using Microsoft Word or Microsoft Excel under Switcher, do not use the Delete command from the File menu to delete documents. This causes a disk error.

### Word and the Finder

When you switch to the Finder, you'll see the temporary files that other programs are using. These files have a "generic" icon and have names such as WordTemp1 and WordTemp2 (Microsoft Word), and Paint1 and Paint2 (MacPaint). Do not remove these files, as you may lose information or cause the program to crash. The program removes these files when you quit.

When you use Word and the Finder with Switcher, quit Word before you delete any Word documents that you've opened during that Switcher session.



## MacPaint

To run under Switcher, MacPaint must be on the same disk as the System Folder.

## MacDraw

The MacDraw program must be on the same disk as the printing resource. You can either put MacDraw on the same disk as the System Folder or copy the printing resource to the MacDraw disk.

## Updating Microsoft Excel Information with QuickSwitch

When you use Word with Microsoft Excel and Switcher, you can use the QuickSwitch feature to quickly update information you've copied from Microsoft Excel. Once you've copied information from Microsoft Excel to Word, you can use QuickSwitch to move back to Microsoft Excel quickly, update information, then move back to Word.

To use QuickSwitch with Microsoft Excel 1.0, you need the QuickSwitch file on one of the disks. Switcher will cause Microsoft Excel to open QuickSwitch automatically. Microsoft Excel 1.03 has QuickSwitch built in; you do not need the QuickSwitch file when using version 1.03.

To use QuickSwitch with Microsoft Excel:

- 1 Immediately preceding the Microsoft Excel chart or worksheet information in your Word document, type a line formatted as hidden text:  
For worksheet information, type *Excel!filename!areaname* where filename is the name of the source Microsoft Excel document and worksheet areaname is the named area in Microsoft Excel that corresponds to the information you want to update. Instead of areaname, you can also type a range of cells in R1C1 format, such as R4C2:R6C8.  
For a chart, type *Excel!filename* where filename is the name of the source Microsoft Excel chart document.

- 2 In Word, select the Microsoft Excel information you want to update.  
To update all information, select entire lines. To update information for particular columns, select only those columns.
- 3 Press Command-, (comma). You are switched to Microsoft Excel, where the information to be updated is selected.
- 4 Update the information in Microsoft Excel.
- 5 Press Command-, (comma) again.  
You are switched back to Word. The updated information replaces the selection, changing to whatever formatting you applied with Word.

## Updating MacPaint and MacDraw Graphics with QuickSwitch

Once you've copied a graphic to Word from MacPaint or MacDraw, you can use QuickSwitch to quickly modify the graphic. This procedure assumes you are using Switcher with Word and MacPaint or MacDraw.

To use QuickSwitch to modify a graphic:

- 1 Select the graphic in your Word document.
- 2 Press Command-, (comma).  
You are switched to MacDraw or MacPaint, where Word pastes a copy of the graphic.
- 3 Modify the graphic.
- 4 Press Command-, (comma) again.  
You are switched back to Word. The modified graphic replaces the selected graphic in your Word document.

### For information on

Saving documents in different file formats  
Using the Clipboard and Scrapbook  
Switcher options

### See

Save Command  
Save As Command  
Your Macintosh owner's guide  
*Switcher Construction Kit*

## Appendix D

# The Macintosh Character Set

The tables in this appendix show the standard character set used by the Macintosh.

Decimal	Hexadecimal	Character	Command
000	00H	NUL	^@
001	01H	SOH	^A
002	02H	STX	^B
003	03H	ETX	^C
004	04H	EOT	^D
005	05H	ENQ	^E
006	06H	ACK	^F
007	07H	BEL	^G
008	08H	BS	^H
009	09H	HT	^I
010	0AH	LF	^J
011	0BH	VT	^K
012	0CH	FF	^L
013	0DH	CR	^M
014	0EH	SO	^N
015	0FH	SI	^O
016	10H	DLE	^P
017	11H	DC1	^Q
018	12H	DC2	^R
019	13H	DC3	^S
020	14H	DC4	^T
021	15H	NAK	^U
022	16H	SYN	^V
023	17H	ETB	^W
024	18H	CAN	^X
025	19H	EM	^Y
026	1AH	SUB	^Z
027	1BH	ESC	^[
028	1CH	FS	^\
029	1DH	GS	]`
030	1EH	RS	^^
031	1FH	US	_`

Dec	Hex	Chr	Dec	Hex	Chr	Dec	Hex	Chr
032	20H	SP	064	40H	@	096	60H	'
033	21H	!	065	41H	A	097	61H	a
034	22H	"	066	42H	B	098	62H	b
035	23H	#	067	43H	C	099	63H	c
036	24H	\$	068	44H	D	100	64H	d
037	25H	%	069	45H	E	101	65H	e
038	26H	&	070	46H	F	102	66H	f
039	27H	'	071	47H	G	103	67H	g
040	28H	(	072	48H	H	104	68H	h
041	29H	)	073	49H	I	105	69H	i
042	2AH	*	074	4AH	J	106	6AH	j
043	2BH	+	075	4BH	K	107	6BH	k
044	2CH	,	076	4CH	L	108	6CH	l
045	2DH	-	077	4DH	M	109	6DH	m
046	2EH	.	078	4EH	N	110	6EH	n
047	2FH	/	079	4FH	O	111	6FH	o
048	30H	0	080	50H	P	112	70H	p
049	31H	1	081	51H	Q	113	71H	q
050	32H	2	082	52H	R	114	72H	r
051	33H	3	083	53H	S	115	73H	s
052	34H	4	084	54H	T	116	74H	t
053	35H	5	085	55H	U	117	75H	u
054	36H	6	086	56H	V	118	76H	v
055	37H	7	087	57H	W	119	77H	w
056	38H	8	088	58H	X	120	78H	x
057	39H	9	089	59H	Y	121	79H	y
058	3AH	:	090	5AH	Z	122	7AH	z
059	3BH	;	091	5BH	[	123	7BH	{
060	3CH	<	092	5CH	\	124	7CH	
061	3DH	=	093	5DH	]	125	7DH	}
062	3EH	>	094	5EH	^	126	7EH	~
063	3FH	?	095	5FH	_	127	7FH	DEL

Dec = Decimal, Hex = Hexadecimal(H), Chr = Character, LF = Line feed,  
 FF = Form feed, CR = Carriage return, DEL = Rubout



## Appendix E

# International Default Values

Word takes certain default values, or operating parameters, from the Macintosh System file. If the System file has been localized for a given country, these values reflect the localization. The default values include:

- Date format
- Time format
- Negative sign convention (minus sign vs. parentheses)
- Decimal point character
- Thousands separator
- List separator
- Currency symbol
- Metric/English measurement system
- Keyboard information

## Appendix F

# Converting DCA Documents

You can use the DCA Conversion program on the Word Utilities disk to convert documents in DCA revisable-form-text format to Microsoft Interchange (RTF) format. The DCA Conversion program also converts RTF documents to DCA revisable-form-text format.

You need to perform all DCA conversions on the Macintosh. If you are converting from DCA to RTF format, transfer the documents to the Macintosh first, then convert the documents using DCA Conversion. If you are converting from RTF to DCA, first convert the documents to DCA format, then transfer them to the other system.

For your own convenience, you should allow enough blank disk space to accommodate the new documents the conversion will create, plus the amount of space equal to the size of the DCA Conversion program. You may want to copy the System, Finder, and DCA Conversion programs from the Word Program and Utilities disks to a blank, initialized disk. If you have only one disk drive, you should also copy the document(s) you plan to convert onto the blank disk.

---

### Converting to and from DCA format

After you have prepared your disk(s), follow these steps to convert a document:

- 1 If you are converting a Word document to DCA format, use the Save As command to save the Word document in Interchange format (RTF). Click the File Format button, then click Interchange format (RTF).
- 2 Insert the disk containing the DCA Conversion program. (If you have a second disk drive, insert the disk containing the documents you want to convert into the second disk drive.)



- 3 If necessary, quit Word to return to the desktop.
- 4 Double-click the DCA Conversion icon on the desktop.
- 5 Choose Open from the File menu.

A dialog box appears, listing all eligible documents in the current folder or directory. (If your Word documents are on a disk in the second drive, you need to click the Drive button to see the list.)

- 6 In the list box, select the document you want to convert.
- 7 In the text box, type the name for the converted document.

You may want to indicate the type of format (DCA or RTF) in the document name.

- 8 Click the Convert button.

DCA Conversion determines the format of the selected document and displays a dialog box showing the kind of conversion — RTF to DCA, or DCA to RTF — and the number of the page being converted.

- 9 Choose Quit from the File menu.

When you convert a DCA document to RTF format, Word will automatically convert RTF format to the normal Word format when you open the document.

Index

# Index

- 0 key (keypad) 154, 163
- 1 key (keypad) 157, 406
- 2 key (keypad) 156, 264, 405
- 3 key (keypad) 158, 408
- 4 key (keypad) 156, 264, 405
- 6 key (keypad) 156, 264, 405
- 7 key (keypad) 157, 406
- 8 key (keypad) 155, 264, 405
- 9 key (keypad) 158, 408
- 9 Point command 53
- 10 Point command 53
- 12 Point command 53
- 14 Point command 53
- 18 Point command 53
- 400K disks 399, 414
- 800K disks 399, 414
  
- About Microsoft Word command 2, 124-125
- Addition operator 201
- Address *See* Mailing label
- Alignment
  - centered *See* Centering
  - decimal alignment 377
  - default settings 36
  - flush left *See* Flush left
  - flush right *See* Flush right
  - formula arguments, overstriking 101
  - justified 4, 171, 309
  - options, adding to Format menu 206, 207
  - paragraph numbers 226
  - paragraphs
    - default settings 36
    - keyboard procedure 4, 171
    - ruler procedure 4, 21, 309
    - tab stop procedure 375-377
    - within columns 21, 375-377
  - side-by-side alignment *See* Side-by-side paragraphs
  - text *See herein* paragraphs
- Alphabetic numbering
  - page numbering 320
  - paragraph numbering 226, 227, 304, 305
- Alphabetizing *See* Sorting
- Apple LaserWriter printer *See* LaserWriter printer
- AppleTalk network 14-15
- Arabic numerals
  - page numbering 218, 220, 320
  - paragraph numbering 226, 227, 305
- Argument *See* Formula command
- Array formula command 99
- Arrow keys
  - See also* Down Arrow key; Left Arrow key; Right Arrow key; Up Arrow key
  - command choosing 151
  - dialog box, moving in 153
  - insertion point moving 155-156
  - menu, pulling down 151
  - outlining actions 172-173
- Art *See* Graphics
- ASCII file 234, 312, 315, 409, 410
- Asterisk (\*) 102, 201
- Asterisk key (\*) (keypad) 245
  
- Backspace key
  - menu canceling 151
  - paragraphs
    - joining 276
    - number deleting 232
    - section mark deleting 325
    - text deleting 45, 159, 388
- Backspacing
  - key *See* Backspace key
  - undoing 390
- Backup copy 311
- banddevice operator 282
- Bar ¯, 272
- Baud rate setting 16
- Binary characters in outside program files 235

- Blank line control 88-89
- Block selection 176-177, 327, 406
- Bold command 5
- Bold format
  - Bold command procedure 5
  - index entry page references 143
  - keyboard procedure 168
- Border
  - default setting 36
  - formula argument border 101
  - options, adding to Format menu 206
  - paragraph borders 5-7, 272
  - title page borders 383-384
- Box
  - check boxes 95
  - creating 94-95, 272
  - formula argument enclosure 101
  - grid creating 95
- Box formula command 101
- Braces ({} ) 99, 305
- Bracket formula command 99
- Brackets ([ ] ) 99, 305
- Breakthrough tab 378
- Bulleted list 180-181
- By Size command (Finder) 286
- .c. code 368-369
- Calculate command
  - key combination 152
  - number calculation 7, 200, 202
- Calculation 7, 200-202
- Canceling
  - finding text 51
  - font changing 56
  - format copying 33
  - glossary entry inserting 107
  - keyboard procedure 160
  - menus 151
  - operation in progress 160
  - paginating 308
  - printing 71
  - spelling check 337
  - table of contents compilation 370
  - text copying 32
- Capitalization
  - changing text 8, 48
  - finding text 8, 46, 48
  - keyboard procedure 148, 168
  - small caps 10, 168
- Capitalization (*continued*)
  - spelling check 342
- Caps Lock key 148
- Caret ( ^ ) 49
- Centering
  - footer 236
  - formula arguments, overstriking 101
  - header 236
  - keyboard procedure 4, 171
  - ruler procedure 4
  - tab stop procedure 376-377
- Centimeter *See* Measurement unit
- Change command
  - key combination 152
  - special characters finding/changing 49-50, 382
  - text searching/replacing 7-9, 47-52
- Changing text 7-9, 47-53
- Character
  - bold *See* Bold format
  - command *See* Character command
  - decimal character code 166
  - defined 12
  - deleting 45, 388
  - fonts *See* Font
  - formatting *See* Character formatting
  - Kerning *See* *herein* spacing
  - moving to 156, 405
  - outlined 237
  - selecting 326, 406
  - size *See* Font
  - spacing 11, 13, 36
- Character command
  - character formatting 9-13
  - Font menu customizing 206
  - fonts formatting 10-11, 53, 55
  - Format menu customizing 206
  - graphics offsetting 113
  - hidden text formatting 127, 140
  - key combination 152
  - style character formats display 10
  - subscript formatting 11
  - superscript formatting 11
  - underlining text 10, 93, 389
- Character formatting
  - adding to Format menu 206
  - block selections 176
  - Character command procedure 9-13
  - copying 32, 33, 166
  - default settings 36, 40, 278
  - finding 47, 52-53, 161-162

Character formatting (*continued*)

- Font menu commands procedure 13
  - footers 120
  - Format menu commands procedure 13
  - headers 120
  - included document 87
  - keyboard procedure 167-170
  - outline view, suppressed 240, 248
  - style character formats display 10
  - undoing 390
- Character set
- fonts character sets 55, 169
  - Macintosh character set 50, 421-422
- Chart, Microsoft 411
- Check box 95
- Checking spelling
- dictionary *See* Dictionary
  - procedure 337-343
- Checkmark meaning 13, 30
- Chooser command 14-16, 39, 40, 295, 299
- Circumflex symbol (^) 49
- Clear key (keypad) 147, 388-389
- Clearing glossaries 213
- Clicking items
- keyboard procedure 154
  - mouse procedure 210
- Clipboard
- contents
    - display 330
    - glossary entry, use as 105
    - pasting into document 34, 211, 278
    - replacing text with 8, 48, 50
    - saving 301
  - copying glossary entry to 106
  - copying text to 31, 32
  - deleting text to 34, 45, 211
  - saving 301
  - transferring information between programs
    - 409-411, 416
  - window 330
- Close command 17, 152, 341
- Closing
- dictionaries 341
  - folders 154
  - footnote window 62, 164
  - Glossary command dialog box 108
  - windows 17
- Collapsing text *See* Outline body text: Outline heading
- Colon (:) 142, 305

## Column

- aligning contents 21, 375-377
  - balancing 318
  - banner heading 21
  - break 20
  - copying 382
  - creating, tab stop procedure 375-377, 381
  - default setting 37
  - deleting 382
  - far-right column manipulation 382
  - heading 21
  - margin notes column 27
  - mixing number per page 20, 318
  - moving 382
  - new column after section break 252, 319
  - newspaper-like column 17-18, 19
  - number per page 19, 20, 206, 321
  - previewing 256
  - selecting 202, 328-329, 382
  - side-by-side paragraphs *See* Side-by-side paragraphs
  - snaking column 17-18, 19
  - sorting 333
  - spacing between 19, 20, 321
  - transferring information between programs
    - 410
  - types 17
- Column break 20
- Comma (,)
- argument separator 96
  - form letter field separator 68
  - mailing label field purpose 192, 194
  - numbers, included in 201
  - paragraph numbering separator character 305
- Command
- 9 Point 53
  - 10 Point 53
  - 12 Point 53
  - 14 Point 53
  - 18 Point 53
  - About Microsoft Word 2, 124-125
  - adding to menus 175, 204-208
  - Bold 5
  - By Size (Finder) 286
  - Calculate
    - key combination 152
    - number calculation 7, 200, 202
  - Change
    - key combination 152
    - special characters finding/changing 49-50, 382



Command (*continued*)Change (*continued*)

- text searching/replacing 7-9, 47-52

## Character

- character formatting 9-13
- Font menu customizing 206
- fonts formatting 10-11, 53, 55
- Format menu customizing 206
- graphics offsetting 113
- hidden text formatting 127, 140
- key combination 152
- style character formats display 10
- subscript formatting 11
- superscript formatting 11
- underlining text 10, 93, 389

- checkmark meaning 13, 30

- Chooser 14-16, 39, 40, 295, 299

## choosing

- keyboard procedure 30, 150-151
- mouse procedure 30, 210

- Close 17, 152, 341

## Copy

- column copying 382
- glossary entry copying to Clipboard 106
- graphics copying to Clipboard 31
- key combination 152
- style copying 31, 361
- text copying 31, 32
- transferring information between programs 416
- undoing 31, 390

## Cut

- column deleting/moving 382
- glossary entry deleting 34, 108
- key combination 152
- outline text moving 245
- paragraph mark deleting 276
- style deleting 34, 362, 364
- text deleting 34, 45
- text moving 34, 211
- undoing 34, 390

## Define Styles

- based-on style control 42, 364
- formatting instructions display 357-358
- index style changing 140
- key combination 152
- style control 41-42, 352-358, 361, 363-364
- style sheet control 234, 358, 362, 365-366
- Work menu customizing 206

- defined 28

Command (*continued*)

- Delete 43-44

- dialog box 30-31, 125, 153-154

- Find 46-49, 52, 152

## Footnote

- footnote control 57-59, 60, 61, 62, 64
- key combination 60, 152
- undoing 390

- formula commands *See* Formula command

- Full Menus 39, 103-104

- Get Info (Finder) 286

## Glossary

- dialog box closing 108
- glossary control 109, 110, 234, 315
- glossary entry control 105-106, 107-108, 111-112
- key combination 152
- Work menu customizing 206

- Go To 112-113, 152

- help request 125

## Hide

- formula display 97, 164
- graphics frame hiding 113
- key combination 152
- paragraph mark hiding 50, 128, 275
- special characters hiding 50, 128

- Hide Ruler 152

- Hyphenate 129-130, 131-132, 390

## Index

- document paginating 254, 308
- index compiling 139, 144
- undoing 390

## Insert Graphics

- check box creating 95
- graphics frame inserting into document 113, 145
- key combination 152
- undoing 390

- Italic 145

- Key Caps 55, 169

- key combinations 147, 152

## New

- dictionary creating 213, 339
- document window creating 213
- glossary clearing 109, 110, 213
- key combination 152

- New Window 214

## Open

- dictionary listing 234
- dictionary opening 340



Command (*continued*)Open (*continued*)

- disk contents listing 175, 234, 235
- disk space listing 233
- document opening 233-235
- glossary listing 234
- glossary opening 110
- key combination 152
- style sheet copying 365
- style sheet merging 234, 365
- transferring information between programs 410
- Work menu customizing 206
- Open Even Footer 122, 235
- Open Even Header 122, 235
- Open First Footer 122, 235
- Open First Header 122, 235
- Open Footer
  - footer creating 120, 235-237
  - page number inclusion in footer 184, 217, 219, 260
- Open Header
  - header creating 120, 235-237
  - page number inclusion in header 184, 217, 219, 260
- Open Odd Footer 122, 235
- Open Odd Header 122, 235
- Outline 95, 237
- Outlining
  - key combination 152
  - outline creating 182
  - outline view entry/exit 231, 240, 248
- Page Preview
  - document paginating 184, 254, 308
  - footer display/positioning 120, 121, 236, 256, 261, 264
  - graphics text preview 117
  - header display/positioning 120, 121, 236, 256, 261, 264
  - line numbers display 185
  - magnifying page 264
  - margins adjusting 198-199, 256, 261, 264
  - newspaper-like column previewing 19
  - page break adjusting 256, 259, 264
  - page layout preview 249, 255-265, 296
  - page number positioning 217, 220, 256, 260, 264
  - settings effect on other commands 265
  - side-by-side column preview 22

Command (*continued*)

## Page Setup

- default settings changing 267
- document setup 265-269
- facing pages setting 122, 267, 296
- footnote location setting 62-63, 268
- footnote numbering 59, 185, 269
- gutter margin setting 268
- index, multiple documents 144
- line numbering 185, 269
- linking documents 184, 297
- mailing label setup 189, 191
- margins setting 27, 200, 267
- page layout options 249
- page numbering long documents 184
- page numbering, starting number 184, 221, 269
- paper setting 266
- tab stops, distances between 268, 379
- widow control 254, 268
- Paragraph
  - borders creating 6, 272
  - box creating 94, 272
  - footer positioning 236
  - Format menu customizing 206
  - header positioning 236
  - indenting paragraphs 28, 138
  - key combination 152
  - leader character designating 273, 380
  - line numbering control 215, 272
  - line spacing 179, 271
  - negative indent setting 28
  - page break control 254, 272
  - paragraph format control 270-274, 276
  - paragraph spacing 271, 277
  - ruler display 4, 21
  - side-by-side paragraphs formatting 25, 271
  - tab stop setting 378
  - text inserting into graphics 117

## Paste

- calculation result, inserting into document 202
- Clipboard contents as glossary entry 105
- Clipboard contents, inserting into document 278
- column copying/moving 382
- graphics inserting into document 114
- index code inserting into document 141
- key combination 152
- outline text moving 245

Command (*continued*)Paste (*continued*)

- table of contents code, inserting into document 369
- text copying 32
- text moving 211
- transferring information between programs 416
- undoing 390

## Plain Text 278

## PostScript commands 279-284

## Preferences

- default settings 39, 40
- hidden text display 127, 285
- measurement units changing 30, 203, 284-285
- screen display as printed 14, 285

## Print

- default settings 39, 40
- document paginating 254, 308
- document printing 261, 287-290, 297
- font substitution 55, 290
- hidden text printing 127, 298
- key combination 152
- linked documents printing 297
- outline printing 247, 287
- page range printing 261, 288
- printing from Finder 297
- style sheet printing 287, 358

## Print Merge

- document paginating 308
- form letters printing 65, 71, 80, 84, 90-91, 290-293
- mailing label printing 189, 191

## Quit 152, 301-302, 417

## Redo 390-391

## Renumber

- outline numbering 229-230, 231, 246
- paragraph numbering 186, 223-225, 227-228, 231, 232, 303-307
- undoing 390

## Repaginate

- key combination 152
- paginating automatically 175, 184, 254, 307-308

## Save 152, 310-313, 314

## Save As 109, 310-316, 339, 425

## Section

- column formatting 19-21, 318-319, 321
- default settings changing 322

Command (*continued*)Section (*continued*)

- footer control 120, 122, 319
- footnote positioning 320
- Format menu customizing 206
- header control 120, 122, 319
- line numbering 185, 314-315, 321
- mailing label, three-column format 189
- newspaper-like columns formatting 19
- page layout options 249, 318-322
- page numbering control 184, 217, 220, 221-222, 260, 320
- section formatting 252, 318-322
- title page creating 385, 386

## Shadow 329

## Short Menus 103-104

## Show

- formula display 97
- graphics frame display 113, 128
- key combination 152
- paragraph mark display 128, 275
- special characters display 128, 148

## Show Clipboard 330

## Show Ruler 4, 21, 152, 330-333

## Sort 175, 333, 335-337, 390

## Spelling

- dictionary control 234, 315, 337, 339-342
- key combination 152
- spelling check 338-339, 341-343

## Styles

- key combination 152
- styles control 346-347, 349, 357-359, 364
- style sheet printing 358
- Work menu customizing 206

## styles defined with 354

## subtracting from menus 175, 208

## Table of Contents

- document paginating 254, 308
- table of contents compiling 370, 374-375
- tables creating 372
- undoing 390

## Underline 93, 389

## Undo

- changing text undoing 8
- copying undoing 31, 390
- cutting undoing 34, 390
- editing undoing 390
- formatting undoing 390
- hyphenation undoing 131, 390
- key combination 152

Command (*continued*)Undo (*continued*)

- paragraph numbering undoing 232, 390
- sorting undoing 337, 390
- text deleting undoing 45, 159, 390

## Command key combinations

- Command-\ (backslash) 174, 416
- Command-, (comma) 116, 174, 419
- Command= (equal) 152
- Command- (hyphen) 131, 149
- Command-[ (left bracket) 116, 174, 416
- Command- (minus on keypad) 173, 244
- Command. (period)
  - finding text canceling 51
  - font changing canceling 56
  - format copying canceling 33
  - glossary inserting canceling 107
  - menu canceling 151
  - operation canceling 160
  - paginating canceling 308
  - printing canceling 71
  - spelling check canceling 337
  - table of contents compiling canceling 370
  - text copying canceling 32
- Command-? (question mark) 123, 125, 174
- Command-] (right bracket) 116, 174, 416
- Command~ (tilde) 131, 149
- Command-1 (keypad) 157, 406
- Command-2 (keypad) 158, 405
- Command-3 (keypad) 159, 406
- Command-4 (keypad) 156, 405
- Command-5 (keypad) 158, 406
- Command-6 (keypad) 156, 405
- Command-7 (keypad) 157, 406
- Command-8 (keypad) 157, 405
- Command-9 (keypad) 159, 406
- Command-A 52, 141, 161
- Command-B 152
- Command-Backspace 107, 164
- Command-C 152
- Command-D 152
- Command-Down Arrow 154
- Command-E 31, 60-61, 152
- Command-Enter 20, 21, 252, 324
- Command-F 152
- Command-G 152
- Command-H 152
- Command-I 152
- Command-J 152
- Command-K 152

Command key combinations (*continued*)

- Command-L 152
- Command-M 152
- Command-N 152
- Command-O 152
- Command-Option *See* Command-Option key combinations
- Command-P 152
- Command-Q 152
- Command-R 152
- Command-Right Arrow 241, 243
- Command-S 152
- Command-Shift *See* Command-Shift key combinations
- Command-Spacebar 149, 154
- Command-T 152
- Command-Tab 153
- Command-U 152
- Command-Up Arrow 154
- Command-V 152
- Command-W 152
- Command-X 45, 152
- Command-Y 97, 152
- Command-Z 152
- effect 147
- Command-Option key combinations
  - Command-Option-\ (backslash) 96, 97, 164
  - Command-Option-[ (left bracket) 158
  - Command-Option- (minus) 175, 208
  - Command-Option+ (plus) 175, 208
  - Command-Option-] (right bracket) 164
  - Command-Option-/ (slash) 158
  - Command-Option-A 48, 52, 161
  - Command-Option-Backspace 45, 160
  - Command-Option-C 32-33, 165
  - Command-Option-D 97, 116, 166
  - Command-Option-F 45, 160, 388
  - Command-Option-G 45, 160
  - Command-Option-M 159, 407
  - Command-Option-Q 166
  - Command-Option-R 47, 52, 161-162
  - Command-Option-Return 162, 388
  - Command-Option-S 164, 396
  - Command-Option-Shift-S 62, 164
  - Command-Option-T 172-173, 408
  - Command-Option-V 32, 33, 166
  - Command-Option-W 163, 397
  - Command-Option-X 165, 212
  - Command-Option-Z 61, 163
  - effect 147

## Command-Shift key combinations

*See also* Shift-Command key combinations

Command-Shift-\ (backslash) 168

Command-Shift-> (greater than) 56, 169

Command-Shift-[ (left bracket) 168

Command-Shift-< (less than) 56, 169

Command-Shift- (minus) 170

Command-Shift+ (plus) 170

Command-Shift-] (right bracket) 168

Command-Shift-/ (slash) 168

Command-Shift-B 168

Command-Shift-C 4, 171

Command-Shift-D 168

Command-Shift-E 56, 169

Command-Shift-F 171

Command-Shift-G 25, 170

Command-Shift-H 168

Command-Shift-I 168

Command-Shift-J 4, 171

Command-Shift-K 168

Command-Shift-L 4, 171

Command-Shift-M 138, 172

Command-Shift-N 138, 172

Command-Shift-O 172

Command-Shift-P 170, 181, 364

Command-Shift-Q 169

Command-Shift-R 4, 171

Command-Shift-S 171, 360

Command-Shift-spacebar 168, 364

Command-Shift-T 137, 172, 181

Command-Shift-Tab 153

Command-Shift-U 167, 168

Command-Shift-W 168

Command-Shift-X 127, 140, 168

Command-Shift-Y 172

effect 147, 167, 170

## Converting documents to other formats

312-313, 425-426

## Copy command

column copying 382

glossary entry copying to Clipboard 106

graphics copying to Clipboard 31

key combination 152

style copying 31, 361

text copying 31, 32

transferring information between programs

416

undoing 31, 390

## Copying

block selections 176

Copying (*continued*)

character formatting 32, 33, 166

columns 382

dictionary to hard disk 400

formatting 32, 33, 166

formatting instructions 31, 361

glossary entry to Clipboard 106

graphics to Clipboard 31

Help document to hard disk 400

outside program information to Word

409-411, 416

paragraph formatting 32, 33, 166

style 31, 361

style sheet 365

text 31-33, 165

undoing 31, 390

Word to hard disk 400

copypage operator 282

Cross-reference 143

Currency symbol, international default values  
423

Cursor *See* Insertion point

Customizing menus 204-208

## Cut command

column deleting/moving 382

glossary entry deleting 34, 108

key combination 152

outline text moving 245

paragraph mark deleting 276

style deleting 34, 362, 364

text

deleting 34, 45

moving 34, 211

undoing 34, 390

## Cutting

block selections 176

text to Clipboard 34, 45, 211

undoing 34, 390

Data document *See* Form letter

DATA instruction *See* Form letter

Database information transfer 410

## Date

display 128

glossary entry 106, 111

header/footer location 119

international default values 423

title page, use suggestions 385

Datestamping documents 106, 111



- DCA document conversion 425-426
- Decimal alignment 377
- Decimal character code 166
- Decimal place 201
- Decimal point, international default values 423
- Default settings
  - alignment 36
  - borders 36
  - changing 40, 222, 362, 379
  - character formats 36, 40, 278
  - columns 37
  - designated 36-39
  - environment default settings 39, 40
  - fonts 12, 36
  - footers 37, 38, 118, 251
  - footnotes 37, 38, 60, 251
  - gutter margin 37
  - headers 37, 38, 118, 251
  - hidden text 39
  - indenting 36
  - index 38, 140
  - international default values 423
  - leader character 36, 380
  - line numbering 37, 38
  - line spacing 36, 271
  - margins 22, 37, 196, 251, 267
  - measurement units 30, 39, 203
  - outline headings 38
  - page layout 36-37, 251
  - page numbers 37, 38, 216, 218, 222, 251
  - paper size 22, 37, 251
  - paragraphs 36, 40, 276
  - PostScript 38
  - printer settings 39, 295
  - printing settings 39
  - restoring 40
  - sections 37, 251
  - styles 38, 42, 351, 361, 362
  - style sheets 38, 42, 351, 362
  - subscripts 11
  - superscripts 11
  - tab stops 36, 37, 268, 376, 379
  - table of contents 38, 373
- Define Styles command
  - formatting instructions display 42, 357-358
  - index style changing 140
  - key combination 152
  - style control 41-42, 352-358, 361, 363-364
  - style sheet control 234, 358, 362, 365-366
- Work menu customizing 206
- Delete command 43-44
- Deleting
  - characters 45, 388
  - columns 382
  - commands from menus 175, 208
  - dictionary words 340, 342
  - documents 43-44, 417
  - footers 123
  - footnotes 62
  - formatting instructions 364
  - glossary entry 34, 108
  - headers 123
  - leader characters 380
  - page numbers 260
  - paragraph marks 45, 159, 162, 276
  - paragraph numbers 232
  - search text 8, 50
  - section mark 325
  - styles 34, 362, 364
  - Switcher restrictions 417
  - tab stops 378
  - text 34, 45, 159-160, 211, 388
  - underlining 389
  - vertical lines 94
  - words 45, 160
- Demoting *See* Outline heading
- Dialog box 30-31, 125, 153-154
- Dictionary
  - closing 341
  - copying to hard disk 400
  - creating 213, 339
  - listing 231
  - main dictionary 338, 342
  - naming 315, 339
  - number allowed open 404
  - opening 340-342
  - saving 301, 315, 339
  - user dictionary 338, 339-341, 342, 404
  - words
    - adding to dictionary 340, 342
    - deleting from dictionary 340, 342
- Direction keys *See* Arrow keys
- Disk
  - 400K disks 399, 414
  - 800K disks 399, 414
  - contents listing 43, 44, 175, 234, 235
  - document disk defined 401
  - space
    - available space display 233, 311
    - Disk Full message 314, 401

Disk (*continued*)space (*continued*)

freeing space 402

Switcher, setup 414

## Disk drive

contents listing 234

designating 401

external disk drive 400-401

single disk drive 401-402

Displace formula command 100

Division operator 201

## Document

adding to Work menu 204-208

arranging, Finder procedure 402

backup copy 311

converting DCA documents 425-426

creating 213

data document *See* Form letter

datestamping 106, 111

deleting 43-44, 417

display as printed 14, 39, 285

double-sided documents *See* Facing pages

end mark 393

facing pages option *See* Facing pagesform documents *See* Form letter; Mailing label

glossary entry inserting

keyboard procedure 107, 164

mouse procedure 106, 111-112

graphics frame inserting 113, 145

graphics inserting 114, 411

header document 91-92, 292

included document 84-87, 293

inserting into other document 84-87, 293

Interchange format 234, 313, 409, 425-426

length 183

linking 183-186, 297

listing 43, 44, 175, 234, 235

loading to memory 286

long documents 183-186

main document *See* Form letter

merged form letters 71, 189, 291

moving between documents 163, 397

moving in 154-159

naming 310, 311, 314

open documents listing 392

opening 213, 233-235

organization 402, 403

printing 84, 261, 287-290, 294-300

saving 310-316

Document (*continued*)

scrolling 158, 316-317, 408

sections *See* Section

selecting 159, 176, 326, 407

setting up 265-269

size check 286

style *See* Stylestyle sheet *See* Style sheet

Switcher documents 413, 415

timestamping 106, 111

versions of same document 311, 316

wide-orientation 258, 266

Double spacing 172, 178-179, 274, 309

Double-sided documents *See* Facing pages

Dover font 54

## Down Arrow key

command choosing 151

dialog box, moving in 153

insertion point moving 156, 405

outline text moving 245

scrolling in page preview 259

Dragging 210

Drawing rectangle 279, 280

Drive *See* Disk drive

## Editing

footers 123, 236

footnotes 61, 64

headers 123, 236

key combinations 147, 159-166

repeating 52

search text 52

style 360-366

undoing 390

## Ellipsis (...)

command notation 30

glossary entry display 105, 112

outline body text notation 239

ELSE instruction *See* Form letter

End mark 393

## End-of-line mark

display 128

finding/changing 49, 382

index end-of-entry code 140

inserting into text 150

justified paragraph, treatment 3

replacing text with 49

table of contents end-of-entry code 368

tables, use in 381



ENDIF instruction *See* Form letter  
 Endnote 37, 62, 268, 320  
 Enter key 149, 175  
 Environmental default settings 39, 40  
 Erasing *See* Deleting  
 Excel, Microsoft  
   data sorting 336  
   information transfer 410  
   QuickSwitch, use with 418-419  
   Switcher, use with 417  
 Exporting files *See* Transferring information  
   between programs  
 Extending the selection 154, 159, 176, 326, 327  
 External disk drive 400-401

Facing pages  
   footers 122  
   gutter margins *See* Gutter margin  
   headers 122  
   page number position 267  
   preview 262  
   scrolling in page preview 259, 262  
   set up 267

File  
   *See also* Document  
   DCA file conversion 425-426  
   hierarchical file structure 403  
   listing 43, 44, 175, 234, 235  
   organization 402, 403  
   outside program file opening 235  
   printing resource file 294, 299  
   Word Settings file 40, 344, 351, 362

File, Microsoft 91, 336, 411  
 Find command 46-49, 52, 152

Finder  
   document arranging 402  
   printing from 297  
   Switcher restrictions 417

Finding  
   caret 49  
   character formats 47, 52-53, 161-162  
   end-of-line marks 49  
   formats 47, 52, 161-162  
   formula characters 49  
   Macintosh character set characters 50  
   nonbreaking spaces 49  
   optional hyphens 49, 50  
   paragraph formats 47, 52, 161-162  
   paragraph marks 49

Finding (*continued*)  
   question marks 49  
   section marks 49  
   special characters 49-50  
   text *See* Finding text  
   white space 49

Finding text  
   canceling 51  
   capitalization matching 8, 46, 48  
   footers 48  
   footnotes 48  
   headers 48  
   procedure 46-50  
   repeating 48, 52, 161  
   search ending 8  
   search text  
     deleting 8, 50  
     editing 52  
     length restriction 8, 48  
     reviewing 8, 9, 47, 51  
     special characters 49-50  
   special characters 49-50  
   whole words 8, 46, 48, 50

First line indent 133, 137, 171, 332

Fixed-width font 54

Flush left  
   paragraphs 4, 171, 309  
   tab stops 376

Flush right  
   paragraphs 4, 171, 309  
   tab stops 376

Folder  
   closing 154  
   file organization 403  
   listing 43, 234  
   opening 154  
   saving to 311, 403

Font  
   adding to Font menu 204-208  
   available fonts listing 10  
   changing 10, 55-56, 169  
   character sets 55, 169  
   default setting 12, 36  
   defined 54  
   display as printed 14  
   Dover font 54  
   fixed-width font 54  
   LaserWriter printer 55, 298, 300  
   mathematical fonts 54  
   moving off disk 402

Font (*continued*)

- paragraph numbering 226
- proportionally spaced font 54
- scaling 11, 55

## size

- changing 11, 53, 56, 169
- custom sizes 53
- default setting 36
- display as printed 14
- footnotes 60
- paragraph numbering 226
- scaling 11, 55
- subscripts 170
- superscript 170

- smoothing 290

- substitution 55, 290, 300

- Symbol font 54, 169

- types available 54

- undoing 390

## Font/DA Mover 55, 402

- character formatting 13

- customizing 204-208

## Font menu

## Footer

- centering 236

- changing text in 9

- command *See* Open Footer command

- creating 120, 235-237

- default settings 37, 38, 118, 251

- defined 118

- deleting 123

- editing 123, 236

- facing pages 122

- finding text 48

- first page options 122, 319

- length 118

- page number inclusion 119, 120, 184, 217, 219, 236-237, 260

## positioning

- adjusting 256

- default settings 37, 38, 118, 251

- horizontally 121, 236

- in text area 121, 261

- page preview procedure 177, 261, 264

- vertically 120-121, 319

- preview 120, 256

- window 236

## Footnote

- changing text in 9

- continuing to next page 58, 60, 64

Footnote (*continued*)

- creating 31, 57-58, 60-61

- default settings 37, 38, 60, 251

- deleting 62

- editing 61, 64

- endnotes 37, 62, 268, 320

- finding text 48

- font size 60

- line numbering 215

- location 60, 62-63, 268, 320

- long documents 59, 185

- numbering 57, 59, 60, 61, 269

- page preview 256

- pagination, effect 253

## reference mark

- default settings 38, 60

- deleting accidentally 61

- display 128

- editing 61

- inserting 57, 58, 60

- specifying 57, 59, 60

- separators 57, 58, 60, 64

- styles, automatic 60, 352

## text

- editing 61

- inserting 57, 58, 60-61

## window

- closing 62, 164

- opening 57, 58, 60-61, 62, 164, 177

- scrolling 59

- sizing 62

## Footnote command

- footnote control 57-59, 60, 61, 62, 64

- key combination 60, 152

- undoing 390

## Forms 92-95

- Form document *See* Form letter; Mailing label

## Form letter

- ASK instruction 81-84, 90-91, 292

- blank line control 88-89

- conditional instructions 72, 77

## data document

- creating 68-69, 91

- description 64, 68

- error 71

- example 67, 75

- merging with main document 65, 71

- printing without 90-91

- sorting 336

- DATA instruction 66, 87, 92, 292

Form letter (*continued*)

- data record 68, 71, 77
- ELSE instruction 72, 74, 91, 292
- ENDIF instruction 72, 292
- error message 71
- field name 66-67, 68-69
- fields 68-69
- header document 91-92, 292
- header record 68, 91-92
- IF instruction
  - description 72-74, 292
  - ELSE instruction inclusion 74
  - nesting 77
  - screening data records 77
  - use without data document 91
- INCLUDE instruction 84-87, 293
- included document 84-87, 293
- main document
  - creating 66-67
  - description 64
  - error 71
  - example 68, 75
  - field name *See herein* field name
  - merging with data document 65, 71
  - SET instruction 80
- merging 65, 71, 291
- nesting
  - conditional instructions 77
  - INCLUDE instructions 87, 293
- NEXT instruction 77, 293
- printing
  - order 69
  - procedure 65, 71, 290-291
  - without data document 90-91
- records 68, 71, 77
- SET instruction 77-81, 90-91, 293
- special characters 66, 72, 292
- special instructions 72-87, 291-293

## Format menu

- character formatting 13
- customizing 204-208

## Formatting

- adding to Format menu 204-208
- bold *See* Bold format
- characters *See* Character formatting
- copying 32, 33, 166
- default settings *See* Default settings
- field names 67
- finding formats 47, 52, 161
- hidden text 10, 126-127, 168

Formatting (*continued*)

- key combinations procedure 147, 167-172
- moving 34
- paragraphs *See* Paragraph formatting
- paragraph numbering 226-229, 305-307, 305
- preset *See* Default settings
- replacement text format 51
- sections *See* Section formatting
- style *See* Style
- undoing 390
- using with styles 350

Formatting instructions *See* Style

## Formula

- arguments *See* Formula command
- character 49, 96, 99, 128, 164
- command *See* Formula command
- complex formulas 97, 98, 102
- compressing characters 114
- creating 98
- display 97, 164
- elongating characters 114
- error 97
- examples 102
- final form 97
- graphic form 97, 114, 166
- length 97
- moving to outside program 97
- nesting 97
- symbol characters 169
- syntax 96
- typing 96-97

## Formula character 49, 96, 99, 128, 164

## Formula command

- arguments
  - Array command arguments 99
  - border 101
  - bracketing 99
  - description 96
  - Fraction command arguments 100
  - Integral command arguments 100
  - List command arguments 100
  - overstriking 101
  - Radical command arguments 100
  - Subscript command arguments 101
  - Superscript command arguments 101

## Array 99

## Box 101

## Bracket 99

## Displace 100

## Fraction 98, 100

Formula command (*continued*)

- Integral 100
- List 96, 100
- nesting 97, 98
- options
  - Array command options 99
  - Box command options 101
  - Bracket command options 99
  - description 96
  - Displace command options 100
  - Integral command options 100
  - Overstrike command options 101
  - Subscript command options 101
  - Superscript command options 101
- Overstrike 101
- Radical 98, 100
- Subscript 101
- Superscript 101
- Fraction formula command 98, 100
- Fractions 98, 100
- framedevice operator 282
- Full menu
  - commands 29
  - description 29, 204
  - entry/exit 29, 39, 103-104
  - features 103
  - key combinations 148
  - ruler 331
- Full Menus command 39, 103-104

## Get Info command (Finder) 286

## Glossary

- clearing 213
- creating 109
- default glossary 104
- description 104
- entry *See* Glossary entry
- listing 234
- merging 110
- naming 109, 315
- opening 110
- printing 110, 287
- saving 109, 301, 315
- Standard Glossary 104, 105, 109
- use suggestions 104

## Glossary command

- dialog box closing 108
- glossary control 109, 110, 234, 315
- glossary entry control 105-106, 107-108, 111-112

Glossary command (*continued*)

- key combination 152
- Work menu customizing 206
- Glossary entry
  - adding to Work menu 204-208
  - changing 107
  - Clipboard contents 105
  - copying to Clipboard 106
  - creating 105, 111-112
  - datestamping document 106
  - defined 104
  - deleting 34, 108
  - display 107, 112
  - duplicate names 110
  - index code 141
  - inserting into document
    - keyboard procedure 107, 164
    - mouse procedure 106, 111-112
  - listing 111
  - naming
    - duplicate names 110
    - name length 403
    - procedure 105, 111
    - renaming 108
    - types of names 104
  - number per glossary 404
  - printing 110
  - renaming 108
  - table of contents code 369
  - timestamping document 106
- Go To command 112-113, 152
- Graphics
  - copying to Clipboard 31
  - dumping 166
  - formula conversion 97, 114, 166
  - frame
    - display 113, 128
    - formatting 113
    - inserting into document 113, 145
    - sizing 115
  - glossary entry use 104, 105, 106, 107
  - inserting into document 114, 411
  - modifying with QuickSwitch 419
  - moving with QuickSwitch 116, 411, 419
  - pasting into Word 114, 411
  - PostScript 279-284
  - printing 289, 290
  - replacing text with graphics 8
  - revising 116
  - selecting 114, 326



Graphics (*continued*)

- sizing 115
- text
  - converting text into graphics 114, 116, 166
  - display 117
  - inserting text into graphics 26, 114, 117
  - positioning 117
  - superimposing text on graphics 114, 117
  - title page, use suggestions 383-384
- Greater than sign (>)
  - Command key combination *See* Command-Shift key combinations
  - form letter conditions specifying 74, 292
- Greek symbols printing 300
- gstoreall operator 282
- Grid 95
- Groups, PostScript 280
- Gutter margin
  - default setting 37
  - defined 198, 296
  - example 197
  - setting 200, 268, 296

## Hanging indent 134, 137, 172, 180-181

## Hard disk +00

## Header

- centering 236
- changing text in 9
- command *See* Open Header command
- creating 120, 235-237
- default settings 37, 38, 118, 251
- defined 118
- deleting 123
- editing 123, 236
- facing pages 122
- finding text +8
- first page options 122, 319
- length 118
- page number inclusion 119, 120, 184, 217, 219, 236-237, 260
- positioning
  - adjusting 256
  - default settings 37, 38, 118, 251
  - horizontally 121, 236
  - in text area 121, 261
  - page preview procedure 177, 261, 264
  - vertically 120-121, 319
- preview 120, 256
- window 236

## Header document 91-92, 292

## Heading

- column heading 21
- outline heading *See* Outline heading

## Help

- mouse pointer shape 209
- requesting
  - About Microsoft Word command procedure 2, 123, 124-125
  - Command-? method 123, 125, 175

## Help document

- copying to hard disk 400
- opening 125
- Word search order 403

## Hidden text

- default setting 39
- defined 126
- display 10, 126, 127, 285
- formatting 10, 126-127, 168
- index entries 140, 142
- pagination, effect 126, 253, 285, 308
- printing 127, 285, 289, 298
- table of contents code 368
- use suggestions 126

## Hide ¶ command

- formula display 97, 164
- graphics frame hiding 113
- key combination 152
- paragraph mark hiding 50, 128, 275
- special characters hiding 50, 128

## Hide Ruler command 152

## Hierarchical file structure 403

## Highlight 326

## Horizontal border 6

## Horizontal line 6, 93

## Hyphen (-)

- display 128
  - inserting into text 131, 149
  - leader character 273
  - nonbreaking hyphen 128, 130, 131, 149
  - normal hyphen 128, 130, 131
  - optional hyphen
    - defined 130
    - display 128
    - finding 49, 50
    - inserting into text 131, 149
    - replacing text with 49, 50
  - paragraph numbering separator character 305
- Hyphenate command 129-130, 131-132, 390
- Hyphenating 129-132

Hyphenation Data file 403

i. code 140-141

#### Icon

- alignment icons 4, 273, 331, 332
- date 119, 236, 237
- document icon 43
- folder icon 43
- ImageWriter icon 15
- indent markers 273, 331, 332
- line spacing icons 178, 273, 331, 332
- magnifying icon 263, 264
- margins icon 263, 264, 331
- one page display icon 14, 263, 264
- outlining icons 239
- page numbering icon 119, 218, 219, 236, 237, 263, 264
- page view icon 263, 264
- paragraph spacing icons 273, 331, 333
- printer icons 14
- printer port icons 14, 16
- serial printer icon 14
- tab stop icons 273, 331, 332, 376
- time 119, 236, 237
- vertical line icon 273, 331, 332

IF instruction *See* Form letter

ImageWriter printer 15, 289, 295, 299

Importing files *See* Transferring information  
between programs

Inch *See* Measurement unit

Included document 84-87, 293

#### Indenting

- default settings 36
- first line indent 133, 137, 171, 332
- hanging indent 134, 137, 172, 180-181, 332
- indent defined 133
- left indent 133, 137, 177
- margin differences 196
- negative indent 27-28, 121, 136, 137, 332
- nested indent 135, 138, 172
- outlines 239, 268
- procedure 137-138, 171-172, 309, 332
- right indent 133, 137
- side-by-side paragraphs 24-25

Index 38, 139-144, 268, 269

Index code (i.) 140-141

#### Index command

- document paginating 254, 308
- index compiling 139, 144

#### Index command (*continued*)

undoing 390

initgraphics operator 282

initmatrix operator 282

#### Insert Graphics command

- check box creating 95
- graphics frame inserting into document 113, 145
- key combination 152
- undoing 390

#### Inserting

- calculation result into document 202
- commands into menus 208
- document into other document 84-87, 293
- end-of-line mark into text 150
- footnote reference mark 57, 58, 60
- footnote text 57, 58, 60-61
- formula character 96, 164
- glossary entry into document
  - keyboard procedure 107, 164
  - mouse procedure 106, 111-112
- graphics frame into document 113, 145
- graphics into document 114, 411
- hyphens into text 131, 149
- index code into document 140-141
- nonbreaking space into text 149
- page break into text 150, 255
- paragraph mark after insertion point 162
- paragraph mark into text 149, 275
- section marks into text 20, 150, 252, 324
- space into text 148, 149
- special characters 148-150, 166
- tab mark into text 149, 375
- tab stops into text 332, 376, 377-378
- table of contents code 368-369
- text into graphics 26, 114, 117
- vertical lines 309

#### Insertion point

- defined 393
- moving 154-159, 405-406
- selecting 326
- typing text 387

Integral formula command 100

Integrals 100

Interchange format 234, 313, 409, 425-426

International default values 423

Invisible text *See* Hidden text

Italic command 145

Italic format 143, 145, 168



Joining documents *See* Linking documents  
 Justifying paragraphs 4, 171, 309

Kerning *See* Character

## Key

### Backspace

- menu canceling 151
- paragraph number deleting 232
- paragraphs joining 276
- section mark deleting 325
- text deleting 45, 159, 388

### Caps Lock 148

Command *See* Command key combinations;

Command-Option key combinations;

Command-Shift key combinations

### Down Arrow

- command choosing 151
- dialog box, moving in 153
- insertion point moving 156, 405
- outline text moving 245
- scrolling in page preview 259

Enter 149, 275

keypad keys *See* Keypad keys

### Left Arrow

- dialog box, moving in 153
- insertion point moving 156, 405
- menu, pulling down 151
- outline body text promoting 243
- outline heading promoting 241, 243

Option *See* Command-Option key combinations; Option key combinations

### Return

- paragraph mark inserting into text 149, 275, 388
- paragraph splitting 276

### Right Arrow

- dialog box, moving in 153
- insertion point moving 156, 405
- menu, pulling down 151
- outline heading demoting 241, 243

### Shift

*See also* Command-Shift key combinations; Shift key combinations

Define Styles command combination 42

left indent release 177

margins adjusting 177

Open command combination 175, 235

Repaginate command combination 175, 308

Sort command combination 175, 333, 335

## Key (continued)

### Shift (continued)

text selecting 154, 155

uppercase letters 148

Single quotation mark (') 406, 407

Tab 149, 153, 375

### Up Arrow

- command choosing 151
- dialog box, moving in 153
- insertion point moving 156, 405
- outline text moving 245
- scrolling in page preview 259

Key Caps command 55, 169

### Key combinations

availability 148

character formatting 167-170

Command key combination *See* Command key combinations

defined 146

editing text 147, 159-166

formatting text 147, 167-172

mouse modification 174-175

Option key combination *See* Command-

Option key combinations; Option key combinations

original keyboard 405-408

outlining keys 172-173, 408

paragraph formatting 170-172

Shift key combination *See* Command-Shift

key combinations; Shift key combinations

Switcher keys 174

toggling 167

### Keyboard

international default values 423

Macintosh Plus keyboard 146-177

Microsoft Word, using with 146

original keyboard 173, 405-408

### Keypad keys

0 key 154, 163

1 key 157, 406

2 key 156, 264, 405

3 key 158, 408

4 key 156, 264, 405

6 key 156, 264, 405

7 key 157, 406

8 key 155, 264, 405

9 key 158, 408

asterisk key (\*) 245

Clear key 147, 388-389

minus key (-) 159, 243

Keypad keys (*continued*)

- period (.) 150-151
- plus key ( + ) 173, 244
- scrolling in page preview 264
- typing numbers 147, 388-389

Label *See* Mailing label

## Landscape mode 258, 266

## LaserWriter printer

- fonts 55, 298, 300
- margin restrictions 198, 216
- PostScript commands 279-284
- printing options 289-290
- printing resource file 299
- specifying 15, 299

Layout *See* Page layout

## Leader character 36, 273, 380

Left aligned *See* Flush left

## Left Arrow key

- dialog box, moving in 153
- insertion point moving 156, 405
- menu, pulling down 151
- outline body text promoting 243
- outline heading promoting 241, 243

## Left indent 133, 137, 177

## Less than sign (&lt;)

- argument bracketing 99
- Command key combinations *See* Command-Shift key combinations
- form letter conditions specifying 292

Letter *See* Form letter

## Line (drawing)

- borders, use as *See* Border
- horizontal lines 6, 93
- vertical bars 7, 272
- vertical lines 94

## Line (of text)

- blank lines control 88-89
- indenting *See* Indenting
- keeping together 254, 272
- moving to 157, 405, 406, 408
- numbering
  - default settings 37, 38
  - display 256
  - long documents 185
  - procedure 215, 272, 321
  - starting number 269
  - suppressing 215
- scrolling 316

Line (of text) (*continued*)

- selecting 326
- sorting 333
- spacing *See* Line spacing
- starting 150, 388

## Line spacing

- default settings 36, 271
- defined 178
- double spacing 172, 178-179, 274, 309
- setting 178-179, 271, 309, 332
- single spacing 178, 309

## Linking documents 183-186, 297

## Linking styles 354-355

## List 180-183

## List formula command 96, 100

## Loading to memory 286

## Long documents 59, 144, 183-186, 246

Lowercase *See* Capitalization

## MacDraw 411, 418, 419

## Macintosh character set 50, 421-422

## Macintosh Plus keyboard 146-177

## MacPaint 411, 418, 419

## MacWrite 313, 409

## Magnifying

- mouse pointer shape 209
- procedure 257, 264

## Mailing label 187-196

## Main dictionary 338, 342

## Main Dictionary file 400, 403

Main document *See* Form letter

## Manual description 1

## Margin

- changing *See herein* setting
- default settings 22, 37, 196, 251, 267
- defined 196
- display 309
- examples 197
- footer location 177, 198
- gutter margin *See* Gutter margin
- header location 177, 198
- immovable 177
- indent differences 196
- LaserWriter printer restrictions 198, 216
- mailing labels 189, 191
- margin notes 27-28
- pagination, effect 198-199, 253, 296
- printer restrictions 198, 216, 267
- scrolling beyond 317

**Margin (continued)**

## setting

Page Preview command procedure 198-199, 261, 264

Page Setup command procedure 200, 267

**Margin notes** 27-28**Master Program disk** 345, 399**Mathematics**

## calculation

block selections 176

decimal places 201

order 201

procedure 7, 202

command *See* Calculate command

fonts 54

operators 201

symbols 300

**Measurement unit**

changing 30, 40, 203, 266, 284-285, 378

default settings 30, 39, 203

international default values 423

PostScript 281

types 203

**Memory**

changing text, expenditure 51

files, loading to 286

Microsoft Word, loading to 286

paragraph numbering, expenditure 306

**Menu**

adding commands 175, 204-208

canceling 151

customizing 204-208

full menus *See* Full menu

pulling down 151, 210

scrolling 205

short menus *See* Short menu

subtracting commands 175, 208

**Menu bar activating** 150**Merging**

form letters 65, 71, 291

glossaries 110

style sheets 234, 365

**Microsoft Chart** 411**Microsoft Excel**

data sorting 336

information transfer 410

QuickSwitch, use with 418-419

Switcher, use with 417

**Microsoft File** 91, 336, 411**Microsoft Multiplan** 411**Microsoft Word**

copying to hard disk 400

default settings *See* Default settings

external disk drive, use with 400-401

help information *See* Help

keyboard, using with 146

loading to memory 286

operating limitations 403-404

package contents 399

personalizing 345

quitting 301-302

single disk drive, use with 401-402

size check 286

starting 343-345

Switcher use *See* Switcher

transferring information between programs  
409-419

version 1.0 format, saving document as 313,  
409

version number 2

Microsoft Word (DOS) format, saving as 313,  
409

Microsoft Works 313, 409, 411

Minus sign ( - ) 201

Minus sign key ( - ) (keypad) 159, 243

Modem port 295

Monaco font 54

**Mouse**

modification by key combinations 174-175

pointer shapes

add command shape 175, 208, 209

help shape 174, 209

magnifier shape 209, 257, 264

page number shape 209, 264

selection bar shape 209

subtract command shape 175, 208, 209

task performance shape 209

window border shape 209

window shape 209

techniques 210

**Moving**

columns 382

dialog box 30

formatting 34

formula to outside program 97

insertion point 154-159, 405-406

outline heading-subtext 173, 245, 408

scrolling *See* Scrolling

tab stop 379

text 34, 165, 211-212

Moving (*continued*)

vertical lines 94

Multiplan, Microsoft 411

Multiplication operator 102, 201

## Naming

dictionaries 315, 339

documents 310, 311, 314

glossaries 109, 315

glossary entry

duplicate names 110

procedure 105, 111

renaming 108

types of names 104

styles 42, 350-351, 363, 366, 403

Negative indent 27-28, 121, 136, 137, 332

## Negative sign

international default values 423

subtraction operator 201

Nested indent 135, 138, 172

## Nesting

conditional instructions 77

formula commands 97, 98

INCLUDE instructions 87, 293

indents 135, 138, 172

Network printer identifying 14

## New command

dictionary creating 213, 339

document window creating 213

glossary clearing 109, 110, 213

key combination 152

New Window command 214

Newspaper-like column 17-18, 19

NEXT instruction *See* Form letter

Nonbreaking hyphen 128, 130, 131, 149

Nonbreaking space 49, 128, 149

## Normal style

adding to Format menu 206

deleting 364

listing 42

outline body text style 242

PostScript style 279

setting

keyboard procedure 170, 181

ruler procedure 274, 333

nulldevice operator 282

## Number

calculation 7, 200-202

keypad numbers *See* Keypad keysNumber (*continued*)

locking 147

numeric sort 334

typing 388

Numbered list 180-181

## Numbering

alphabetic numbering *See* Alphabetic numbering

footnotes 57, 59, 60, 61, 269

lines *See* Line

outlines 229-230, 231, 246, 304

pages *See* Page numberingparagraphs *See* Paragraph numbering

windows 214

Numeric keypad *See* Keypad keys

One disk drive 401-402

Online help *See* Help

## Open command

dictionaries

listing 234

opening 340

disk

contents listing 175, 234, 235

space listing 233

document opening 233-235

glossaries

listing 234

opening 110

key combination 152

style sheet

copying 365

merging 234, 365

transferring information between programs 410

Work menu customizing 206

Open Even Footer command 122, 235

Open Even Header command 122, 235

Open First Footer command 122, 235

Open First Header command 122, 235

Open Footer command

footer creating 120, 235-237

page number inclusion in footer 184, 217, 219, 260

Open Header command

header creating 120, 235-237

page number inclusion in header 184, 217, 219, 260

Open Odd Footer command 122, 235



Open Odd Header command 122, 235

Open spacing 172, 277, 309, 333

## Opening

dictionaries 340, 342

documents 213, 233-235

document window 214

folders 154

footnote window 57, 58, 60-61, 62, 164, 177

glossary 110

help document 125

new window 214

outside program files 235

user dictionaries 340, 342

## Option

dialog box options 153-154

formula options *See* Formula command

## Option key combinations

effect 147

Option-8 180

Option-\ (backslash) 66

Option-Command key combinations 405-406

Option-Shift-\ (backslash) 66, 292

Option-Shift-+ (plus) 98

Option-spacebar 149

## Optional hyphen *See* Hyphen (-)

Organizing files 402, 403

Original Macintosh keyboard 405-408

## Outline

body text *See* Outline body text

creating 241

defined 238

example 239

heading *See* Outline heading

icon bar 239, 248

keyboard actions 172-173, 408

numbering 229-230, 231, 246, 304

parts 239

printing 247, 287

reorganizing 245

selecting portions 242, 245

subtext *See* Outline heading

table of contents creating 247, 367, 370, 374

typing 241

view *See* Outline view

## Outline body text

collapsing 173, 243-244, 245, 408

defined 238

display in outline view 239, 248

expanding 173, 244, 245, 408

indent 239

## Outline body text (*continued*)

moving 245

promoting to heading 243

selecting 242

style 238, 242

typing 241

## Outline command 95, 237

## Outline heading

collapsing 173, 243-244, 245

converting to body text 241, 243

default settings 38

defined 238

demoting 173, 241, 243, 408

display 173

expanding 173, 244, 245

indent 239, 268

## levels

assigning 242-243

display 245, 248, 408

indent setting 239, 268

moving 173, 245, 408

numbering 229-230, 231, 246, 304

promoting 173, 241, 243, 408

selecting 242

styles 238, 242, 243

## subtext

collapsing 243-244

defined 242

expanding 244

moving 245

selecting 242

## Outline view

body text display 239, 248

character formatting suppressing 240, 248

effect 248

entry/exit 231, 240, 248

keyboard actions 172-173, 408

long documents, moving through 246

outline numbering 230, 231

paragraph formatting suppressing 240, 248

selecting text 242

## Outlining command

key combination 152

outline creating 182

outline view entry/exit 231, 240, 248

## Outlining text 95, 168

## Outside program

data document creating 91

data sorting 336

file opening 235

Outside program (*continued*)

pasting graphics into Word 113-114, 409

switching between 413-417

transferring information to/from Word 409-419

Overstrike formula command 101

Overtyping 45, 148, 388

## Page

break *See* Page break; Paginating

facing pages *See* Facing pages

layout *See* Page layout

magnifying 257, 264

moving to 112

numbering *See* Page numbering; Paginating

preview 255-265, 296

range printing 261, 288

references 143, 375

## Page break

*See also* Page numbering; Paginating

adjusting 256, 259, 264

automatic page breaks 253-255, 259, 307-308

display as printed 14

forced page breaks *See herein* manual page breaks

inserting into text 150, 255

manual page breaks 255, 259, 272

mark 3

options 254

preventing between paragraphs 272

## Page break mark 3

## Page layout

checking 296

control 249

default settings 36-37, 251

facing pages *See* Facing pages

pagination *See* Paginating

previewing 255-265, 296

sections *See* Sections

## Page numbering

*See also* Page break; Paginating

alphabetic numbering 320

Arabic numerals 220, 320

default settings 37, 38, 216, 218, 222, 251

first page, omitted from 219, 220, 319

footer location 119, 120, 184, 217, 219, 236-237, 260

header location 119, 120, 184, 217, 219, 236-237, 260

included document 87

Page numbering (*continued*)

long documents 184

mouse pointer shape 209

Open Footer command procedure 217, 219

Open Header command procedure 217, 219

page number

deleting 260

display in document 128, 216

display in status area 394

moving to 112-113

Page Preview command procedure 217-218,

220, 256, 264

positioning

facing pages 267

Page Preview command procedure 220,

260, 264

Section command procedure 220, 221, 320

Roman numerals 220, 320

Section command procedure 217, 220, 221,

320

sequence 8

starting page number 221, 269

Page preview 255-265, 296

Page Preview command

document paginating 184, 254, 308

footer display/positioning 120, 121, 236, 256, 261, 264

graphics text preview 117

header display/positioning 120, 121, 236, 256, 261, 264

line numbers display 185

magnifying page 264

margins adjusting 198-199, 256, 261, 264

newspaper-like column previewing 19

page break adjusting 256, 259, 264

page layout preview 249, 255-265, 296

page number positioning 217, 220, 256, 260, 264

settings effect on other commands 265

side-by-side column preview 22

Page range printing 261, 288

Page references

index 143

table of contents 375

Page Setup command

default settings changing 267

document setup 265-269

facing pages setting 122, 267, 296

footnote location setting 62-63, 268

footnote numbering 59, 185, 269



**Page Setup command (continued)**

- gutter margin setting 268
- index, multiple documents 144
- line numbering 185, 269
- linking documents 184, 297
- mailing label setup 189, 191
- margins setting 27, 200, 267
- page layout options 249
- page numbering
  - long documents 184
  - starting number setting 184, 221, 269
- paper setting 266
- tab stops, distances between 268, 379
- widow control 254, 268

**Paginating**

- See also* Page break; Page numbering
- canceling 308
- defined 253
- footnote effect 253
- forcing pagination 255
- hidden text effect 126, 253, 285, 308
- margin effect 198-199, 253
- procedure 254-255, 259, 307-308
- repaginating 175, 254-255, 307-308

**Paper size 22, 37, 251, 266****Paragraph**

- alignment
  - keyboard procedure 4, 171
  - ruler procedure 4, 21, 309
  - tab stop procedure 375-377
  - within columns 21, 375-377
- borders 5-7, 272
- centering
  - keyboard procedure 4, 171
  - ruler procedure 4
- default settings 36, 40, 276
- defined 275
- flush left
  - keyboard procedure 4, 171
  - mouse procedure 4, 309
- flush right
  - keyboard procedure 4, 171
  - mouse procedure 4, 309
- formatting *See* Paragraph formatting
- indenting *See* Indenting
- joining paragraphs 276
- justifying
  - keyboard procedure 4, 171
  - mouse procedure 4, 309
- keeping together 19, 254, 272

**Paragraph (continued)**

- mark *See* Paragraph mark
  - moving to 157-158, 405
  - normal paragraph *See* Normal Style
  - numbering *See* Paragraph numbering
  - plain paragraph *See* Normal style
  - selecting 52, 242, 326
  - side-by-side paragraphs *See* Side-by-side paragraphs
  - sorting 333, 336
  - spacing
    - default settings 36
    - double spacing 172, 178-179, 274, 309
    - open spacing 172, 277, 309, 333
    - setting 271, 277
    - single spacing 178, 309
  - splitting 276
  - starting 149, 275, 388
- Paragraph command**
- borders creating 6, 272
  - box creating 94, 272
  - footer positioning 236
  - Format menu customizing 206
  - header positioning 236
  - indenting paragraphs 28, 138
  - key combination 152
  - leader character designating 273, 380
  - line numbering control 215, 272
  - line spacing 179, 271
  - negative indent setting 28
  - page break control 254, 272
  - paragraph
    - format control 270-274, 276
    - spacing 271, 277
  - ruler display 4, 21
  - side-by-side paragraphs formatting 25, 271
  - tab stop setting 378
  - text inserting into graphics 117
- Paragraph formatting**
- adding to Format menu 206
  - control 170-172, 270-274, 276
  - copying 32, 33, 166
  - default settings 36, 40, 276
  - display 275, 332
  - finding 47, 52, 161-162
  - keyboard procedure 170-172
  - normal format *See* Normal style
  - outline view, suppressed 240, 248
  - Paragraph command procedure 270-274, 276
  - ruler procedure 273-274, 276, 309, 330-333

- Paragraph formatting (*continued*)
  - style *See* Style
  - undoing 390
- Paragraph mark (¶)
  - deleting 45, 159, 162, 276
  - display 128, 275
  - finding/changing 49, 382
  - form letter
    - blank line control 88
    - data record end mark 69
  - hiding 50, 128, 275
  - index end-of-entry code 140
  - inserting after insertion point 162
  - inserting into text 149, 275
  - mailing label field end mark 192
  - replacing text with 49
  - selecting 325
  - table of contents end-of-entry code 368
- Paragraph numbering
  - alignment 226
  - alphabetic numbering 226, 227, 304, 305
  - Arabic numerals 226, 227, 305
  - deleting numbers 232
  - examples 307
  - format 226-229, 305-307
  - levels of paragraphs 223, 226, 303-306
  - long documents 186
  - memory expenditure 306
  - number placement 226
  - options 223, 224-225, 303
  - outline numbering *See* Outline
  - Roman numerals 227, 305
  - schemes 224-225, 306
  - selective numbering 231, 304
  - separator character 226, 228, 305
  - simple numbering 227
  - single level 227
  - starting number 304
  - updating numbers 232, 303
- Parentheses ( ( ) )
  - argument bracketing 99
  - Displace formula command 100
  - paragraph numbering separator character 305
  - subtraction operator 201
- Paste command
  - calculation result, inserting into document 202
  - Clipboard contents
    - glossary entry 105
    - inserting into document 278
- Paste command (*continued*)
  - column copying/moving 382
  - graphics inserting into document 114
  - index code, inserting into document 141
  - key combination 152
  - outline text moving 245
  - table of contents code, inserting into
    - document 369
  - text copying 32
  - text moving 211
  - transferring information between programs 416
  - undoing 390
- Pasting
  - block selections 176
  - Clipboard contents into document 34, 211, 278
  - formatting instructions 278
  - graphics 114, 411
  - outside program information to Word 409-411, 416
- Percentage operator 201
- Period (.) (keypad) 150-151
- Personalizing the Program disk 345
- Picture *See* Graphics
- Pitch setting 16
- Plain paragraph *See* Normal style
- Plain text 168
- Plain Text command 278
- Plus key ( + ) (keypad) 173, 244
- Plus or minus sign ( ± ) 98
- Plus sign ( + ) 201
- Point
  - See also* Measurement unit
  - defined 11, 203
  - setting 11
- Pointer *See* Mouse
- PostScript 38, 279-284
- Preferences command
  - default settings 39, 40
  - hidden text display 127, 285
  - measurement units changing 30, 203, 284-285
  - screen display as printed 14, 285
- Preset formatting *See* Default settings
- Print command
  - default settings 39, 40
  - document paginating 254, 308
  - document printing 261, 287-290, 297
  - font substitution 55, 290
  - hidden text printing 127, 298

**Print command (continued)**

- key combination 152
- linked documents printing 297
- outline printing 247, 287
- page range printing 261, 288
- printing from Finder 297
- style sheet printing 287, 358

**Print Merge command**

- document paginating 308
- form letter printing 65, 71, 80, 84, 90-91, 290-293
- mailing label printing 189, 191

**Printer**

- changing 295
- default settings 39, 295
- ImageWriter printer 15, 289, 295, 299
- installing 294
- LaserWriter printer *See* LaserWriter printer
- margin restrictions 198, 216, 267
- network 14-15
- port 14, 15, 16, 295
- printing resource file 294, 299
- proportional spacing support 295
- serial printer 16
- specifying 14-16, 295

**Printer port 14, 15, 16, 295****Printing**

- back to front 183, 289
- canceling 71
- copies 288
- cover page 289
- data records screening 77
- date of printing 120, 237
- date stamping 106, 111
- default settings 39
- documents 84, 261, 287-290, 294-300
- draft quality 289
- enlargement 290
- Finder, printing from 297
- font substitution 55, 290, 300
- form letters
  - order 69
  - procedure 65, 71, 290-291
  - without data document 90-91
- glossaries 110, 287
- glossary entry 110
- graphics 289, 290
- Greek symbols 300
- hidden text 127, 285, 289, 298
- ImageWriter options 289

**Printing (continued)**

- landscape mode 258, 266
  - LaserWriter options 289-290
  - linked documents 183, 297
  - mailing labels
    - single-column format 191
    - three-column format 188-190
    - varying numbers of lines 192-195
  - mathematical symbols 300
  - outlines 247, 287
  - page ranges 261, 288
  - paper feed 289
  - paper orientation 266
  - paper size 37, 251, 266
  - partial documents 261, 288
  - quality options 289
  - reduction 290
  - resource file 16, 294, 299
  - scientific symbols 300
  - setting up to print 294-297
  - side-by-side paragraphs 26
  - smoothing 290
  - speed options 289
  - style sheet 287, 358
  - time of printing 120, 237
  - timestamping 106, 111
  - wide-orientation document 258, 266
- Printing resource file 16, 294, 299
- Program disk 345, 399
- Promoting *See* Outline body text; Outline heading
- Proportionally spaced font 54

**Question mark (?)**

- Command key combinations *See* Command key combinations
- finding text 49, 50

**QuickSwitch 116, 174, 411, 418-419****Quit command 152, 301-302, 417****Quitting**

- Switcher 417
- Word 301-302

**Quotation marks (" ")**

- data document, use in 69
- mailing label field, use in 192

**Radical formula command 98, 100****Radicals 100**

- Rag *See* Alignment
- Redo command 390-391
- Removing *See* Deleting
- renderbands operator 282
- Renumber command
  - outline numbering 229-230, 231, 246
  - paragraph numbering 186, 223-225, 227-228, 231, 232, 303-307
  - undoing 390
- Repaginate command
  - key combination 152
  - paginating automatically 175, 184, 254, 307-308
- Repaginating *See* Paginating; Repaginate command
- Repeating actions 52, 161
- Replacing text
  - Change command procedure 7-9, 47-53
  - keyboard procedure 165
  - overtyping procedure 45, 148, 388
- Return key
  - paragraph mark inserting into text 149, 275, 388
  - paragraph splitting 276
- Reverse video 326
- Rich Text format 234, 313
- Right aligned *See* Flush right
- Right Arrow key
  - dialog box, moving in 153
  - insertion point moving 156, 405
  - menu, pulling down 151
  - outline heading demoting 241, 243
- Right indent 133, 137
- Roman numerals
  - page numbering 220, 320
  - paragraph numbering 227, 305
- RTF documents 234, 313, 409, 425-426
- Ruler
  - aligning text 4, 21, 332
  - defined 309
  - description 332
  - display 4, 21, 330-333
  - full menus ruler 331
  - icons adding to Format menu 206, 207
  - indenting paragraphs 25, 137, 332
  - line spacing changing 178, 179, 332
  - paragraph formatting 273-274, 276, 309, 330-333
  - paragraph spacing 277, 333
  - purpose 309, 330
- Ruler (*continued*)
  - short menus ruler 331
  - tab stop setting 332, 376-377
  - vertical line creating 94, 332
- Running head *See* Header
- Save As command 109, 310-316, 339, 425
- Save command 152, 310-313, 314
- Saving
  - ASCII file format 312, 315
  - Clipboard 301
  - dictionaries 301, 315, 339
  - disk full 401
  - documents 310-316
  - drive designating 401
  - fast save 311
  - folder, saving to 311, 403
  - format options 312-313, 316
  - frequency 314
  - glossaries 109, 301, 315
  - Interchange format 313
  - long documents 183
  - MacWrite format 313
  - Microsoft Word (DOS) format 313
  - Microsoft Word 1.0 format 313
  - Microsoft Works format 313
  - RTF format 313
  - styles 301
  - versions of same document 316
- Scaling font sizes 11, 55
- Scientific symbols printing 300
- Scrapbook 409, 410
- Screen
  - character formatting display 12
  - display as printed 14, 39, 285
  - font set display options, display on screen 298
  - newspaper-like column display 19
  - scrolling 316
  - side-by-side column display 22
  - status information 394
  - windows arrangement 397
- Screening data records 77
- Scrolling
  - documents 158, 316-317
  - facing pages 259, 262
  - footnote window 59
  - horizontally 317
  - keyboard procedure 158
  - keypad procedure 155-156, 264



Scrolling (*continued*)

- lines 316
- menus 205
- mouse procedure 210, 316-317
- original keyboard procedure 406, 408
- page preview procedure 259, 264
- screens 316
- while selecting text 317
- window 158, 316-317, 406, 408

Searching *See* Finding; Finding text

## Section

- break *See* Section mark
- creating 150, 251-252, 318-319, 323-324
- default settings 37, 251
- defined 323
- formatting *See* Section formatting
- mark *See* Section mark
- new page for each section 253, 319
- number
  - display on screen 394
  - moving to 113
- options 252, 318-322
- starting new sections 150, 251-252, 318-319, 323-324

## Section command

- column formatting 19-21, 318-319, 321
- default settings changing 322
- footer control 120, 122, 319
- footnote positioning 320
- Format menu customizing 206
- header control 120, 122, 319
- line numbering 185, 314-315, 321
- mailing label, three-column format 189
- newspaper-like columns formatting 19
- page layout options 249, 318-322
- page numbering control 184, 217, 220, 221-222, 260, 320
- section formatting 252, 318-322
- title page creating 385, 386

## Section formatting

- adding to Format menu 206
- procedure 252, 318-322, 323
- undoing 390

## Section mark

- column breaking 20
- deleting 325
- finding 49
- format control 323
- inserting into text 20, 150, 252, 324
- justified paragraph, treatment 3

Section mark (*continued*)

- mailing labels, three-column format 189
- replacing text with 49
- selecting 325
- symbol 20, 259, 324

## Selecting

- check boxes 95
- columns 202, 328-329, 382
- defined 325
- extending the selection 154, 159, 176, 326, 327, 407
- graphics 114, 326
- insertion point 326
- keyboard procedure 154, 155
- LaserWriter printer fonts 300
- mouse procedure 210
- outline portions 242
- paragraph marks 325
- section mark 325
- spaces 325
- tab marks 325
- white space 325

## Selecting text

- anchor point 326
- block selecting 176-177, 327, 406
- character selecting 326, 406
- column selecting 202, 328-329, 382
- contracting the selection 326
- description 325-326
- document selecting 159, 176, 326, 407
- extending the selection 154, 159, 176, 326, 327, 407
- keyboard procedure 154, 155
- line selecting 326
- mouse procedure 210
- original keyboard procedure 406-407
- outline portions 242, 245
- paragraph selecting 52, 242, 326
- sentence selecting 326, 407
- undoing 407
- word selecting 326, 406

## Selection bar defined 393


## Semicolon (;)

- index end-of-entry code 140
- paragraph numbering separator character 305
- table of contents end-of-entry code 368

## Sentence

- moving to 157, 406
- selecting 326, 407

## Serial printer 16

- Shadow command 329
- Shadowing text 168, 329
- Shift-Command key combinations
  - See also* Command-Shift key combinations
  - Shift-Command-1 (keypad) 407
  - Shift-Command-4 (keypad) 406
  - Shift-Command-6 (keypad) 406
  - Shift-Command-7 (keypad) 407
  - Shift-Command-Option-S 164
- Shift key
  - Define Styles command combination 42
  - key combinations *See* Command-Shift key combinations
    - combinations: Shift-Command key
    - combinations: Shift key combinations
  - left indent release 177
  - margins adjusting 177
  - Open command combination 175, 235, 410
  - Repaginate command combination 175, 255, 308
  - Sort command combination 175, 333, 335
  - text selecting 154, 155
  - uppercase letters 148
- Shift key combinations
  - Command key combinations *See* Command-Shift key combinations
  - Shift key combinations; Shift-Command key combinations
  - Shift-4 (keypad) 406
  - Shift-6 (keypad) 406
  - Shift-8 102
  - Shift-Enter 150, 255
  - Shift-Option 329
  - Shift-Option-\ (backslash) 66, 292
  - Shift-Option-Command key combinations 406-407
  - Shift-Option-V 102
  - Shift-Return 150, 275, 381, 388
  - Shift-Tab 153
- Short menu
  - description 29, 204
  - entry/exit 29, 103-104
  - ruler 331
- Short Menus command 103-104
- Show  command
  - formula display 97
  - graphics frame display 113, 128
  - key combination 152
  - paragraph mark display 128, 275
  - special characters display 128, 148
- Show Clipboard command 330
- Show Ruler command 4, 21, 152, 330-333
- showpage operator 282
- Side-by-side paragraphs
  - adding options to menu 206
  - creating 21-27
  - example 19, 23
  - formatting
    - keyboard procedure 25, 170
    - Paragraph command procedure 25, 271
    - style procedure 25
  - margin notes 27-28
  - preview 22, 256
  - printing 26
  - text inserting into graphics 117
  - title page, use suggestions 383, 384
- Single disk drive 401-402
- Single quotation mark key (') 406, 407
- Single spacing 178, 309
- Slash (/)
  - division operator 201
  - paragraph numbering separator character 305
- Small caps 10, 168
- Smoothing 290
- Snaking column 17-18, 19
- Sort command 175, 333, 335-337
- Sorting
  - ascending order 335
  - columns 333
  - data document 336
  - descending order 175, 333, 335
  - numeric sort 334
  - outside programs data 336
  - paragraphs 333, 336
  - procedure 333, 334-336
  - sort key 335
  - tables 335
  - undoing 337
  - zip codes 69
- Space
  - inserting into text 148
  - nonbreaking space 49, 128, 149
  - selecting 325
- Spacing
  - adding options to Format menu 206
  - character spacing 11, 13, 36
  - columns, spacing between 19, 20, 321
  - double spacing 172, 178-179, 274, 309
  - line spacing *See* Line spacing
  - open spacing 172, 277, 309
  - paragraph spacing *See* Paragraph
  - proportional spacing 295



Spacing (*continued*)

- single spacing 178, 309

## Special character

- decimal character code 166
- display 128, 148
- finding 49-50, 382
- form letter special characters 66, 72, 292
- hiding 50, 128
- inserting into text 148-150, 166
- outside program files 235
- replacement text, use in 49-50, 382

## Spelling check

- dictionaries *See* Dictionary
- procedure 337-343

## Spelling command

- dictionary control 234, 315, 337, 339-342
- key combination 152
- spelling check 338-339, 341-343

## Split bar 393, 396

## Splitting paragraphs 276

## Splitting window 164, 396

## Spreadsheet information transfer 410

## Square root 98, 100

## Standard Glossary 104, 105, 109

## Standard Glossary file 403

## Starting Word 343-345

## Status information 394

## Strikethru format 168

## Style

- adding to style sheet 40, 41-42
- adding to Work menu 204-208
- applying to text
  - Define Styles command procedure 42, 352-353
  - keyboard procedure 171, 360
  - Styles command procedure 347, 349, 359
  - undoing 390

## automatic styles

- changing 361
- deleting prohibited 364
- description 38, 352
- listing 42, 346, 347, 362
- renaming 363

- based-on style 42, 354-355, 364

- changing 354, 361

- character formats display 10

- copying 31, 361

- creating 41-42, 352-356

- default settings 38, 42, 351, 361, 362

- defined 41, 348

Style (*continued*)

- defining 41-42, 352-356

- deleting 34, 362, 364

- display in status area 394

- duplicate names 363

- editing 360-366

- footnote styles 60, 352

- formats, using with 350

- formatting instructions

- assigning to style 41, 351

- automatic styles 358

- based-on style 354, 364

- changing 361

- copying 31, 361

- description 347, 351

- display 42, 347, 349, 357-358

- pasting 278

- printing 358

- index styles 140

- keyboard procedure 171, 360

- linking 354-355

- listing 42, 346, 347, 362

- naming 42, 350-351, 363, 366, 403

- next style option 42, 355-356

- Normal style *See* Normal style

- number per document 350

- number per style sheet 403

- outline body text 238, 242

- outline headings 238, 242, 243

- paragraph numbering 226

- parts 349

- PostScript 279

- renaming 363

- saving 301

- sheet *See* Style sheet

- table of contents styles 373

## Style sheet

- adding styles 40, 41-42

- combining style sheets 365

- copying 365

- default settings 38, 42, 351, 362

- defined 348

- editing 360-366

- merging 234, 365

- printing 287, 358

## Styles command

- key combination 152

- styles control 346-347, 349, 357-359, 364

- style sheet printing 358

- Work menu customizing 206

## Subscript

- adding to menu 207
- default settings 11
- font size 170
- formula arguments 101
- graphics offsetting 113
- setting 11, 170

## Subscript formula command 101

## Subtracting commands from menu 175, 208

## Subtraction operator 201

## Summation 100

## Superimposing text on graphics 114, 117

## Superscript

- adding to menu 207
- default settings 11
- font size 170
- formula arguments 101
- graphics offsetting 113
- setting 11, 170

## Superscript formula command 101

## Switcher

- description 412
- disk setup 414
- graphics, inserting into document 114, 116
- keyboard control 174
- limitations 417-418
- programs
  - starting with Switcher 343, 414-415
  - switching between 416
  - transferring information between 416-417
- quitting 417
- screen 415, 416
- transferring information between programs 416-417

## Switcher document 413, 415

## SYLK document 411

## Symbol font 54, 169

## Tab key 149, 153, 375

## Tab mark

- display 128
- finding 49
- form letter field separator 68
- hiding 128
- inserting into text 149, 375
- mailing label field purpose 192, 194
- replacing text with 49
- selecting 325
- table of contents entry, effect on levels 373

## Tab stop

- aligning text 375-377
- breakthrough tab 378
- center alignment 376-377
- changing 376-377, 379
- decimal alignment 376, 377
- default settings 36, 37, 268, 376, 379
- deleting 378
- distance between, setting 268, 379
- flush left alignment 376
- flush right alignment 376
- horizontal line drawing 93
- moving 379
- number per paragraph 332
- setting 332, 376-378
- transferring information between programs 410, 411

## Table

- block selecting 176
- columns *See* Column
- creating 372, 381
- sorting 335
- wide table setup 378

## Table of contents

- canceling 370
- code 368-369
- command *See* Table of Contents command
- compiling 370-371, 374-375
- creating
  - contents code procedure 368-371, 374
  - outline procedure 247, 367, 370, 374
- default settings 38, 373
- end-of-entry code 368
- entries *See* Table of contents entry
- levels 373, 375
- linked documents 183, 269, 367
- location 370
- multiple documents 183, 269, 367
- page references 375
- replacing 371
- styles 373
- versions 371

## Table of contents code (.c.) 368-369

## Table of Contents command

- document paginating 254, 308
- table of contents compiling 370, 374-375
- tables creating 372
- undoing 390

## Table of contents entry

- designating
  - contents code procedure 368-369
  - outline procedure 367
- end-of-entry code 368

## Table of illustrations 372

## Telecommunications 315, 410

## Text

- blocks of text selecting 176-177, 327, 406
- bold *See* Bold format
- changing *See* Changing text
- copying-31-33, 165
- deleting 34, 45, 159-160, 211, 388
- display as printed 14, 39, 285
- finding *See* Finding text
- footnote text *See* Footnote
- formatting *See* Formatting
- glossary entry *See* Glossary entry
- graphics
  - converting text into graphics 114, 116, 166
  - display 117
  - inserting text into graphics 26, 114, 117
  - positioning 117
  - superimposing text on graphics 114, 117
- hidden text *See* Hidden text
- moving 34, 165, 211-212
- moving in 154-159, 210
- overtyping 45, 148, 388
- plain text 168, 278
- replacing *See* Replacing text
- searching *See* Finding text
- shadowing 168, 329
- sorting *See* Sorting
- typing 148-150, 387-389
- unit of text defined 327

## Time

- display 128
- glossary entry 106, 111
- header/footer location 119
- international default values 423
- title page, use suggestions 385

## Timestamping document 106, 111

## Title page 383-386

## Toggling 167

## Transferring information between programs 409-419

Type design *See* Font

## Typing

- formulas 96-97
- hyphens 131, 149

Typing (*continued*)

- mistake erasing 388
- numbers 388
- outlines 241
- overtyping 45, 148, 388
- repeating 161
- text 148-150, 387-389
- undoing 390
- wordwrap *See* Wordwrap

## Underline command 93, 389

## Underlining

- Character command procedure 10
- deleting 389
- horizontal line creating 93
- keyboard procedure 167, 168
- Underline command procedure 389

## Undo command

- changing text undoing 8
- copying undoing 31, 390
- cutting undoing 34, 390
- editing undoing 390
- formatting undoing 390
- hyphenation undoing 131, 390
- key combination 152
- paragraph numbering undoing 232, 390
- sorting undoing 337, 390
- text deleting undoing 45, 159, 390
- undoing 390

## Unit of text 327

## Up Arrow key

- command choosing 151
- dialog box, moving in 153
- insertion point moving 155, 405
- outline text moving 245
- scrolling in page preview 259

Uppercase *See* Capitalization

## User dictionary 338, 339-341, 342, 404

## Utilities disk 399

## Variables, PostScript 281-282

## Version number 2

## Versions of documents 311, 316

## Vertical bar 7, 272

## Vertical line 94, 309, 332

White space

- defined 50
- finding 49
- selecting 325

Wide-orientation document 258, 266

Widow

- control 254, 268
- default setting 37

Window

- active window 163, 393
- arrangement on screen 397
- Clipboard window 330
- closing 17
- description 393
- document window opening 214
- expanding 395
- footer window 236
- footnote window *See* Footnote
- header window 236
- lower-left corner 394
- moving between windows 392, 397
- new window opening 214
- numbering 214
- scrolling 158, 316-317, 406, 408
- shrinking 395
- sizing 395
- splitting 164, 396
- status information 394
- zooming 164, 213, 214

Window menu 392

Word

- deleting 45, 160
- dictionary
  - adding words to 340, 342
  - deleting words from 340, 342
- hyphenating *See* Hyphenating
- Microsoft Word *See* Microsoft Word
- moving to 156, 405
- selecting 326, 406
- sorting *See* Sorting
- underlining 10
- user dictionary
  - adding words to 340, 342
  - deleting words from 340, 342
- Word Settings file 40, 344, 351, 362
- Wordwrap 275, 387
- Work menu
  - customizing 204-208
  - description 205, 398
- Works, Microsoft 313, 409, 411
- Zip code sorting 69
- Zooming windows 164, 213, 214



## Software Problem Report

16011 NE 36th Way, Box 97017, Redmond, WA 98073-9717

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Date \_\_\_\_\_

### Instructions

Use this form to report software bugs, documentation errors, or suggested enhancements. Mail the form to Microsoft.

### Category

\_\_\_\_\_ Software Problem      \_\_\_\_\_ Documentation Problem  
\_\_\_\_\_ Software Enhancement      (Document # \_\_\_\_\_)  
\_\_\_\_\_ Other

### Software Description

Microsoft Product \_\_\_\_\_  
Rev. \_\_\_\_\_ Registration # \_\_\_\_\_  
Operating System \_\_\_\_\_  
Rev. \_\_\_\_\_ Supplier \_\_\_\_\_  
Other Software Used \_\_\_\_\_  
Rev. \_\_\_\_\_ Supplier \_\_\_\_\_

### Hardware Description

Manufacturer \_\_\_\_\_ CPU \_\_\_\_\_ Memory \_\_\_\_\_ KB  
Disk Size \_\_\_\_\_ " Density: \_\_\_\_\_ Sides: \_\_\_\_\_  
Single \_\_\_\_\_ Single \_\_\_\_\_  
Double \_\_\_\_\_ Double \_\_\_\_\_  
Peripherals \_\_\_\_\_



## Problem Description

Describe the problem. (Also describe how to reproduce it, and your diagnosis and suggested correction.) Attach a listing if available.

### Microsoft Use Only

Tech Support \_\_\_\_\_

Date Received \_\_\_\_\_

Routing Code \_\_\_\_\_

Date Resolved \_\_\_\_\_

Report Number \_\_\_\_\_

Action Taken:



# Microsoft Word for the Apple Macintosh: Tell Us How We're Doing

When you've become familiar with Word, please rate our educational materials, reference documentation, and other support materials and return this postage paid mailer. Thanks—your comments will help us produce a better documentation package.

## The Macintosh Word Package

Are the materials provided in this package appropriate to your experience level?

- ☐ appropriate ☐ too elementary  
☐ too advanced

Overall, how effective are the following:

(1 = ineffective, 5 = effective)

	1	2	3	4	5
<i>Learning Microsoft Word</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Reference to Microsoft Word</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-line Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick Reference Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment:

How frequently do you use the following?

(1 = never, 5 = frequently)

	1	2	3	4	5
<i>Learning Microsoft Word</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Reference to Microsoft Word</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-line Help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick Reference Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment:

Of the books and support tools included in the Macintosh Word package, which did you use first?

What information do you typically look up in each of the following **reference** sources (for example, a forgotten step/keystroke, how to use a new procedure, how to troubleshoot a problem)?

▪ *Reference to Microsoft Word*

▪ On-line Help

▪ Quick Reference Card

## Learning Microsoft Word

To what extent:

(1 = small extent, 5 = great extent)

	1	2	3	4	5
Did this book help you to understand basic word processing concepts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did this book teach you how to use Word features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was information presented logically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the instructions clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the practices helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the illustrations helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What was the most difficult feature of Word for you to learn to use? Why?

---

## Reference to Microsoft Word

In general, how do you locate information within *Reference to Microsoft Word*?

- ☐ Index ☐ Table of contents ☐ Alphabetically ordered topics

Please comment:

When searching for a topic using alphabetical order, how quickly are you able to locate the topic?

- ☐ Usually first attempt ☐ 3 or more attempts  
☐ 2 attempts ☐ Give up and use a different method

Please comment:

When searching for a topic using the index, how quickly are you able to locate the topic?

- ☐ Usually first attempt ☐ 3 or more attempts  
☐ 2 attempts ☐ Give up and use a different method

Please comment:

---

## Quick Reference Guide

Does the Quick Reference Guide contain the right amount of information for a quick reference source?

- ☐ Too much information  
☐ Needs more information  
☐ Right amount of information

Please comment:

Where do you store the Quick Reference Guide?

- ☐ Tacked to the wall or on a board  
☐ On the desktop next to the system  
☐ In a drawer near the system  
☐ Inside one of the Word binders  
☐ Other: \_\_\_\_\_

How do you prefer your quick reference information to be provided?

- ☐ A two-sided card ☐ A booklet  
☐ A multi-page foldout card ☐ A keyboard template card

---

## On-line Help

Overall, how easy is it to find information using the on-line help? (1 = difficult, 5 = easy)

1 2 3 4 5  
☐ ☐ ☐ ☐ ☐

Please comment:

Do you use the context-sensitive help command? (for example, Command-?)

- ☐ Yes ☐ No

Please comment:

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